



Erskine Stewart Melville

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ERSKINE STEWART MELVILLE

JOB TITLE	<ul style="list-style-type: none">• Academic Administrator
DEPARTMENT	<ul style="list-style-type: none">• ESM School Operations Team
REPORTS TO	<ul style="list-style-type: none">• School Operations Manager

ROLE DETAILS	
PURPOSE OF THE SCHOOL OPERATIONS TEAM	<ul style="list-style-type: none">• The School Operations Team (SOT) provides a range of high-quality operational services for the Junior School Leadership Team (JSLT), the Senior School Leadership Team (SSLT) and other leaders and members of staff. The team also provides services for students and their families as well as for visitors and external agencies, often as ‘the face of ESM’• The School Operations Team draws together all the aspects of professional administration and support that enable the Junior School, the Senior School and other areas of ESM to function effectively and efficiently. It does so in line with ESM’s values, Kindness, Confidence, Resilience, Integrity, and Curiosity. Our combined purpose is to provide the best possible education for ESM’s young people• By using and developing common systems, standards and approaches that harness innovative use of IT, the SOT seeks to embed best working practice across ESM whilst also providing a reliable and personable service to staff, students and parents alike.
GENERAL PURPOSE OF THE ROLE	<ul style="list-style-type: none">• To provide a consistent and excellent professional service to appropriate school leaders, staff and students• To work as a key member of the integrated School Operations Team in using and improving standard operating procedures whilst making best use of IT systems.
SPECIFIC PURPOSE OF THE ROLE	<ul style="list-style-type: none">• To be responsible for administering the procedures and systems that underpin and facilitate ESM’s academic provision in the Junior School or the Senior School• To manage administrative processes relating to curriculum, timetable, setting, class lists, tracking, reporting and parents’ evenings• To fully develop the use of iSAMS and other relevant systems in order to facilitate the above• To work collaboratively with all members of the SOT (whatever their role and wherever based) in understanding similarities and co-dependencies between activities to streamline and improve working practice• To undertake all responsibilities in such a way that ideas for improved approaches and systems are constantly being considered and evolving

	<ul style="list-style-type: none"> To work in a flexible and proactive manner in order that cooperation and resilience – as led by the School Operations Team Manager and their Deputy – are hallmarks of the team.
ACCOUNTABILITY	<ul style="list-style-type: none"> Accountable directly to the School Operations Manager (or through Deputy School Operations Manager).
AUTHORITY	<ul style="list-style-type: none"> As delegated by the School Operations Manager (or through Deputy School Operations Manager).
RELATIONSHIPS	<ul style="list-style-type: none"> Works closely with members of the School Operations Team to provide an effective and consistent service for School Leaders Develops strong and mutually respectful relationships with Senior leaders and other relevant members of staff to provide the best possible education for ESM's young people Works closely with relevant Development Office staff in managing the database of former students Works closely with relevant Senior Leaders in the Senior School and the Junior School Collaborates with key stakeholders including the Data and Reporting Lead to support student tracking.
DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none"> To work in partnership with School timetablers so that relevant data is made available and accessible during and following the timetabling process Administration of assessment and reporting processes including all tracking processes Compilation and analysis of data to demonstrate patterns and to highlight areas for attention and intervention To support student tracking and reporting related to both academic performance and wellbeing to provide comprehensive insights into student progress and outcomes. This will be in cooperation with the Exams and Assessment Administrator, in relation to Senior School students Contribution to proof reading of reports Administration of parents' evenings Input of students' subject data and creation of set and class lists Creation of timetable outputs such as student, staff and rooming timetables Changes to timetables and setting due to staff and student changes (exit/entry or change of course) Administering the process for Departmental Review and compilation of Standards and Quality reports To administer and maintain the Development Office's database of former students and production of reports as required Sending relevant communications to staff (ie contributions to Staff Thursday Bulletin), students and parents (ie School Post), as need be.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> Experience of working in a busy and dynamic office environment, with multiple and varying demands Experience managing a busy and varied workload including 	<ul style="list-style-type: none"> Experience of working in a school or an education environment.

	<p>email inbox and prioritising workload as required</p> <ul style="list-style-type: none"> • Expertise in database administration. 	
Education/Qualifications	<ul style="list-style-type: none"> • Basic understanding of CRM databases and their use and interaction with other systems. 	<ul style="list-style-type: none"> • Experience of working with third party software suppliers and a working knowledge of Data Protection principles.
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Proficient in the full Microsoft Office package, specifically Word, Excel, Outlook and iSams • Ability to work in a very busy office environment and multi-task as required • Maintain a calm, always reassuring and professional demeanour • High level of oral and written communication • Excellent attention to detail and highly able in both spoken and written English • Able to reflect on activities and processes as part of seeking continual improvement. 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed. 	<ul style="list-style-type: none"> • Commitment to continuous professional development.