



Job Description

Job Title: Academic Administrator

Reports to: Deputy Head (Staff)

PURPOSE OF ROLE

This role works with the Academic Leadership Team (ALT), Admissions Team, and Heads of Department (HoDs) to manage and analyse academic data across the school, providing high-quality information to support pupil progress, strategic decision-making, and statutory reporting. It also plays a central part in the annual timetabling cycle, ensuring accurate, responsive, and efficient timetable administration.

KEY RESPONSIBILITIES

Academic Data Management

- Generate and analyse academic data from the school's information systems for the Senior Leadership Team, ALT, Admissions, and HoDs
- Prepare academic data for Governors' reports
- Manage public, internal, and mock examination results
- Administer ALIS/Midyis registration and extract tracking data from CEM systems
- Complete Independent Schools Inspectorate/Department for Education census returns
- Track pupil academic progress across all year groups as directed by the Assistant Head (Pupil Progress)
- Administer Lower 4-Upper 5 subject choice processes
- Maintain and input data into school information systems with high accuracy
- Support HoDs with department mark books, academic tracking, and lesson observation records
- Completion of internal award certificates such as end of term commendations
- Collaborate with Admissions on academic data requirements
- Maintain advanced Excel skills and provide training to colleagues where appropriate

Timetable Administration

Support the Assistant Head (Pupil Progress), ALT, and Head of Timetable throughout the annual timetabling cycle:

August

- Be available from A Level results day through start of term to adjust timetables in response to examination results and pupil choices
- Mid-August to mid-September: rebalance class and set numbers
- Late August: support new staff induction and produce final staff, pupil, and department timetables

September - October

- Manage pupil timetable changes and their impact on class numbers
- Assist with timetable adjustments where class numbers increase or classes collapse
- Coordinate language assistant timetables
- Arrange additional support sessions (Maths, Sciences, and other subjects)
- Support Middle 5 and Lower 6 data analysis for Governor reports on subject trends, budgets, and staffing (Michaelmas Term - week 2)

January - February

- Coordinate HoD allocation sheets (start of Lent Term)

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- Collate returns by end of January

April - June

- Support ongoing timetable construction (core period: three-week Easter holiday, with draft completed by return)
- Process Upper 3 and provisional Language options
- Coordinate collection of pupil data (internal and external) for Upper 3-Lower 6
- Distribute draft department timetables to HoDs
- Compile setting lists from HoD pupil choices and coordinate isams input
- Allocate rooms according to HoD requests
- Distribute draft individual staff timetables

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

General

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties that may be reasonably required by the Head or the ALT.



PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
Excellent working knowledge of Microsoft Office software, especially Word, Excel and Outlook	X	
Experience of maintaining and developing electronic and manual records and data	X	
Successful data management and administrative experience preferably in an educational environment	X	
Good working knowledge of iSAMS (pupil database)		X
Good working knowledge of Microsoft Powerpoint and Publisher		X
Experience of website content management software		X
Skills and competencies		
Excellent communication and presentation skills	X	
Excellent organisational and interpersonal skills	X	
Interpret and present data in a professional and appropriate format	X	
Ability to maintain confidentiality, pay attention to accuracy and have an eye for detail	X	
Strong customer focus	X	
Commitment to the development of systems and procedures for the benefit of the school	X	
Effective time management skills and the ability to balance competing priorities and achieve deadlines	X	
Personal Qualities		
Positive, proactive, helpful, professional and enthusiastic in attitude	X	
Ability to work with a wide range of people: staff, parents and pupils	X	
Ability to work on own initiative and deliver a high level of service without requiring precise direction at every stage	X	
Ability to exercise judgement and know when to seek advice	X	
Attention to detail	X	
Ability to display a calm, tactful and responsible attitude	X	
Ability to work both independently and as part of a team, working co-operatively and sensitively with others	X	
Flexible approach and the ability to adapt to changes in working methods and approaches	X	
Willingness to participate enthusiastically in all aspects of school life	X	



Salary and Benefits

Salary and Working Pattern

This is a permanent appointment based over 37.5 hours per week, working term time plus 4 weeks, with a salary of £24,501 per annum. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.