

Admin and Perspective Training

Duration: 2.5 hours - **Cost:** £50 per candidate

NB: Refreshments NOT provided

Tuesday 7th January 2020	- Staniland Academy, Boston	13:00
Thursday 9th January 2020	- Priory Ruskin Academy, Grantham	09:30
Thursday 9th January 2020	- Priory Ruskin Academy, Grantham	13:00

To support staff new to school administration and/or Perspective Lite, also suitable for those looking for a refresher.

Primary, Secondary & Special school staff welcome.

Course Content

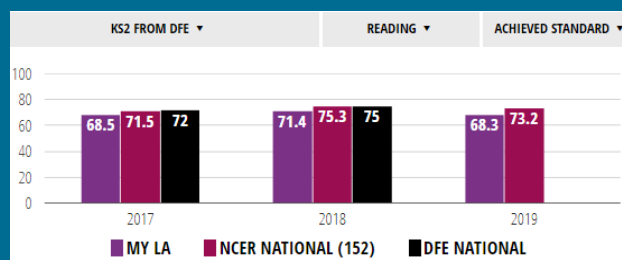
1st hour and a half - Administrator Training

- *School Census and School Workforce Census: key dates, validation, funding implications and more.*
- *Synergy for Pupil Roll and FSM.*
- *CME*
- *Excel basics plus Pivot and VLOOKUP*

Final hour - Perspective Lite Training

How to navigate Perspective, and use the following features and more:

- *Early emerging national data & in-built reports (incl. new Analysis "Insight")*
- *Perspective News*
- *Document Pool - share files and reports with the LA*



Come for the first and/or second hour (or send a different member of staff to each)

To book onto the course please visit www.lincolnshiretsa.co.uk/lcctraining