

## Job Description

### Post: Data Administrator

#### Purpose

To support the Data Manager in providing an effective data management service across a variety of primary and secondary schools within Dixons Multi Academy Trust.

Working with the Data Manager to provide comprehensive data-related services including: up-dating information management systems, creating student reports and undertaking detailed results analysis / management reporting.

#### Duties and Responsibilities

- Manage and maintain accurate data whilst developing skills in analysing figures.
- Deal with ad hoc queries and jobs; help to provide the best possible service for staff.
- Make student set changes.
- Assist in maintaining operating systems such as SIMS, 4 Matrix, and Class Charts.
- Report to the Data Manager and work closely with the Examinations Officer.
- Assist the Examinations Officer during exam season by invigilating, working with external invigilators and performing administrative tasks.
- Support the Data Manager to complete all school censuses, for each school, as required by the Department for Education.
- Generate documents such as flightpaths, cycle reports and posters.
- Operate the telephone system, take and deliver messages and deal with simple and complex queries.
- Create all documents to a standard that fulfils the formatting requirements.
- Assist in raising the profile of the data and examination team.
- Complete any other reasonable tasks as requested by the Senior Leadership Team and Operations Manager.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.