**Job Description – Data Administrator (Student Records)**

Responsible to: Data & SIMS Manager

Hours: 37 hours per week

Weeks per year: 48.09 (Term time plus 3 weeks in summer)

Salary: Dorset Grade 7 - £18,573-£19,616

 **Job Purpose:**

 The Data Team has a vital role to play in providing comprehensive data-related services to directly

 support student teaching, learning and achievement, for the provision of efficient administrative

 support within Twynham School and The Grange School.

**Main Job Purpose:**

This position will be split between Twynham School and The Grange School, working 2.5 days a week at each site. Assisting in the provision of administrative and data management support within both schools involving the collection and updating of student data. In addition, assisting with timetable amendments and changes throughout the year, and maintaining parent information online sites.

To be responsible for the provision of efficient administrative support within the school in relation to data management. To ensure compliance with the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

**Main Responsibilities and Duties:**

1. Maintenance of student data; importing, exporting, recording and extracting of data from the school’s system (SIMS) and external online sites including: SISRA, FFT, DfE Secure Access: Keys to Success, NCA Tools and Raise Online
2. Keeping student records up to date and dealing with the administration relating to new admissions and leavers.
3. Updating Free School Meal and Pupil Premium information, liaising with external bodies and primary schools as necessary.
4. Implement the compilation of termly school census returns and assist with the annual school workforce census; checking the integrity of data and dealing with anomalies and rectifying issues before sending, under the guidance of the Data & SIMS Manager.
5. Assisting with the maintenance of the school timetable in Nova throughout the year under the direction of Data & Sims Manager.
6. Maintaining the data in the school’s parent gateway system (SchoolComms) and Parent’s Evening System, responding to parent’s enquiries or directing to relevant person.
7. Assisting with preparation for exam results day and 6th Form admission administration.
8. Assist with the classing students for the new academic year and updating teaching groups throughout the year as necessary.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.
10. Any other reasonable tasks as are required from time to time at the discretion of the Data & SIMS Manager and Headteacher.

**Knowledge & Skills:**

Essential:

* Excellence IT skills and willingness to learn how to use a variety of different software packages.
* Highly motivated, capable of working efficiently and effectively.
* Excellent organisation skills and attention to detail.
* Ability to multi-task, work at a pace and meet deadlines, with flexibility to work between both schools.
* Good communication skills with ability to communicate appropriately at all levels within the academy, with parents and external organisations.
* Ability to build good working relationships with colleagues and to be an active team member.
* Good sense of humour

Desirable:

* Experience of data manipulation.
* Experience of working in a school/college or other fast paced environment.
* Experience of using SIMS/NOVA
* Good working knowledge of Excel.

**Supervision and Management:**

The postholder will often be required to work without direct supervision. Supervision and guidance will be present where necessary.

**Problem Solving and Creativity:**

To think laterally & logically to identify appropriate alternative solutions to issues that may arise.

To deal with changing and conflicting work deadlines.

**Key Contacts and Responsibilities:**

Close contact with all levels of staff within the school and external bodies in the use and analysis of data.

Responsibility for providing advice to school staff on data issues.

Confidentiality and security of information is an important aspect of this post.

**Decision Making:**

Working to deadlines and prioritisation of workload.

**Resources:**

Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

General Office equipment (e.g. PC, printer, scanner, photocopier, and other related computer peripherals, telephone).

**Working Environment:**

Office and school based.

Substantial, long periods of computer input and data manipulation.

Updated: 2017