

Job Description

Post: Data Administrator

Purpose

To efficiently and effectively lead and manage all aspects of the academy's data. To support the academy's relentless focus on student achievement and prepare our students to lead successful lives.

Duties and Responsibilities

- Lead and manage the production of all aspects of student data including assessment information as directed.
- Work to the Principal's vision for all aspects of progress data including all aspects of assessment recording, learning habit and attendance tracking and reporting to parents.
- Prepare clear and accurate student data for a wide variety of stakeholders (CEO, Local Governing Body, SLT, Ofsted) using SIMS, 4Matrix and spreadsheets as appropriate.
- Ensure the academy is fully compliant and efficiently manages all aspects of data sources.
- Work to the direction of the Chief Operating Officer in ensuring the academy is meeting all GDPR guidelines.
- Accurately manage, maintain and analyse academy data.
- Work alongside Trust colleagues to complete all school censuses as required by the DfE.
- Work with the Admissions Officer to oversee the receipt of all aspects of data, particularly new intake data as well as ensuring in-year starters are processed quickly and efficiently.
- Support the timetabling process and, where necessary, in year changes and the production of student timetables for in-year starters.
- Co-ordinate and lead all in-year testing e.g. CATs.
- Assist the preparation and successful completion of Data Day cycles.
- Liaise with faculty leaders in producing subject specific data.
- Provide support and training for staff in relation to data management and analysis.
- Oversee the production of reports for parents in line with the calendar and produce achievement data to support calendared meetings with parents.
- Input the data for the student census ensuring accuracy and that all deadlines are met.
- Maintain operating systems such as SIMS and 4Matrix and keep records up to date.
- Work with other Data and Examination Managers across the Trust and to keep up to date with the latest research and development.
- Maintain the utmost discretion and confidentiality.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training, carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a named person.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.