**JOB TITLE:** Data Administrator

**GRADE:** G07

**SALARY:** £18,870 per annum pro rata (actual salary, £11,832)

**HOURS:** 25 per week, term time only plus 10 days during term breaks

**MANAGED BY:** Data Management Team Leader

**PURPOSE OF THE JOB**

To provide effective administration of the school's Management Information System (MIS), ensuring data is accurate and complete at all times. To respond efficiently to routine and ad hoc requests for data from the system.

**KEY JOB OUTCOMES**

To ensure that student personal and academic data is maintained accurately.

**Duties will include:**

* Contributing to the development and maintenance of effective systems for the collection and validation of a range of student data inputting student personal and academic data, ensuring consistency and accuracy at all times
* Providing data analysis and reports from the school MIS, and other appropriate systems as requested
* To accurately record and manipulate data and information in order to provide appropriate student data for use by school staff
* In liaison with other designated colleagues, ensure all statutory and statistical data returns required by the school or any external organisations are completed and submitted according to defined deadlines
* To be responsible for the production of printed materials such as student timetables and reports etc as required
* Contributing to the school administration team as a whole, by responding to requests for information/support from colleagues, parents and other data users
* To ensure all data held and reports produced are kept confidential and secure, complying with Data Protection Act
* Undertaking other duties as may be necessary and commensurate with the grade of the post, as requested by the Data Management Team Leader

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

**GENERAL ACCOUNTABILITIES**

A. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace

B. Work in compliance with the School’s Codes of Conduct, Regulations and policies and our commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

**COTHAM SCHOOL**

**PERSON SPECIFICATION**

**JOB TITLE: Data Administrator Grade: G07**

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Method of assessment** |
| **Knowledge & Experience** | **Knowledge & Experience** |  |
| Proven competence in business & administration equivalent to NVQ level 4 or A level in a numerate disciplineExperience of working with a management information systemExperience of maintaining and manipulating computerised data/informationProven experience of ICT at an advanced level, to include Microsoft Excel and WordSuccessfully working within a team and independently handling, interpreting and preparing data to present to a range of audiencesPresenting data/information clearly and conciselyExperience that demonstrates ability to gather and analyse information to prepare complex reportsExperience of liaising with external agencies | Educated to degree level Experience of working in a service orientated environmentExperience of SIMS or other school information management systems Experience of working in the education sectorAbility to think laterally and find creative solutions to problemsAbility to develop new administrative systems and procedures in line with best practice | Application formQualification certificatesReferencesand Selection processes |
| **SPECIAL CONDITIONS:** Cotham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to satisfactory DBS clearance at enhanced level. |