



Bickley Park School

Job Description

JOB TITLE	Data Administrator – Part Time
DEPARTMENT/SECTION	Administration
REPORTING TO	Bursar
	Bickley Park School, 14- & 24, Page Heath Lane, Bickley, BR1 2DS

Overall objectives of the job:

The principal objective of the role of the Data Administrator is to support the school's Management Information System (MIS) and accompanying data solutions. Using the school's MIS and other systems you will be part of the team analysing and reporting pupil progress to SLT, staff, parents, and other stakeholders.

The Data Administrator is responsible for the overall consistency, accuracy, integrity and security of academic data. This includes the development and maintenance of the database, school report facilities, and integration with third party systems and end user support.

The successful applicant will be experienced in utilising Management Information Systems and other packages to perform data analysis. The ability to confidently interrogate data and to report on this is essential.

Principal duties and responsibilities:

- Under the oversight of the Deputy Head Academic, administer and develop the school MIS database and other key assessment or educational systems within the school, including bulk uploads, user account management and archiving.
- Run all systems for the recording, analysing and reporting of pupil data, particularly in relation to internal and external assessment.
- Ensure that new pupils on roll are added to the system database in a timely manner.
- Under the oversight of the Deputy Head Academic, work with teachers and SLT to ensure the accurate tracking, reporting and monitoring of pupil progress across the school.
- Work with the Deputy Head (Academic) and SLT to produce internal reports and those required for Governor oversight.
- Maintain and produce the periodic formal pupil progress reports and respond to staff requests for ad-hoc data reports that can be extracted from MIS.
- Support the production of student and staff timetables.
- Facilitate staff engagement with the school's MIS system and to continue to improve communication between the school and parent.
- Be proactive in the training of new staff on relevant systems and in interpreting academic or progress reports.
- Under the direction of Deputy Head (Academic), create and manage parent bookings for Years 3-8.
- Annually, working with the Deputy Head (Academic) on the academic rollover of the MIS System and the migration of the timetable to this system.
- Contribute to the annual censuses required by professional bodies.
- Using the MIS club systems work with the Head of Prep to create and manage clubs for Years 3-8, including all related communications to stakeholders
- In liaison with The Head of Houses, assist with the administration of merits & distinctions.
- Ensuring data protection and GDPR compliance in all aspects of your work.

Qualifications:

- Educated to GCSE standard.
- Educated to A Level and/or a degree level in a related subject is desirable.

Background and experience necessary:

- Previous experience of working in a similar environment is desirable.
- Proven ability to work with data demonstrating data input, processing and analysis skills
- Excellent statistical and communication skills (both written and verbal).
- Competence in the use of Management Information Systems and/or other data analysis tools.
- Familiarity of Engage or other school MIS would be advantageous.
- Have up-to-date knowledge of school performance data.
- Have advanced excel skills.
- Have the ability to present information in a clear and understandable format.

Personal Skills:

- Be self-motivated, possess a positive, 'Can do' attitude.
- Emotionally intelligent, confident, and decisive.
- Enjoy working in and contributing to a team environment, but be disciplined and resilient to complete tasks, often without support or supervision.
- Be able to anticipate problems and offer innovative and creative solutions.
- Excellent interpersonal and communication skills
- Organise and develop effective processes.
- Able to prioritise a wide range of duties and to remain calm whilst under pressure.
- Work to high levels of accuracy.
- Excellent all-round IT skills
- Possess an understanding of and compliance with child protection procedures.

Other requirements:

- Commitment to the school's ethos, vision and aims
- To maintain a personal commitment to professional development
- Commitment to the highest standards of child protection and safeguarding

Staff reporting to this position:

- None

Contact/relationship with others (external and internal):

- Deputy Head Academic
- Bursar
- Teaching and other Administration staff
- Parents

Bickley Park School is committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

We are proud of our diversity and inclusive culture in our workplace. We welcome all applications regardless of age, disability, gender reassignment, pregnancy, maternity, race, religion or belief, sex, sexual orientation, marriage or civil partnership.

We are an equal opportunities employer.

This job description is not intended to be exhaustive in every respect and employees are expected to undertake any, and all other reasonable and related tasks allocated to them.

SIGNED (Post Holder): DATE: