



Data Administrator

Appointment Information Pack

Message from the Headteacher

Thank you for your interest in the post of Data Administrator at Coombe Girls' School and Sixth Form.

At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Our students make excellent progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a good number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are looking for a Data Administrator to provide accurate datasets that staff, families and students can use to support the progress of students throughout the school.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application.

Best wishes,



Emily Barns
Headteacher



Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

Data at Coombe Girls' School and Sixth Form

The school is looking for a Data Administrator to support its focus on student progress. The production of timely and accurate data for both internal and external audiences is vital in helping the school to celebrate success as well as to identify areas for improvement. The role centres on ensuring our data tracking systems are easy to use, alongside the production of data for leaders to analyse.

With the Assistant headteacher in charge of Assessment, the Data Administrator would contribute to the formulation of systems to support data entry as well as publishing data to the school's data management systems so it can be accessed by parents and carers. At times in the school year, the school also reports data externally and the Data Administrator would be part of the team ensuring accurate information is submitted on time.

The school moved to Arbor for its Management Information System in the last year, and accuracy of the date on Arbor is critical to the day-to-day and long-term running of the school and the success of our students. The Data Administrator would own the validity of the data on the system, managing data changes at key times of the year such as annual timetabling as well as amending data throughout the year such as individual timetables. Full training on this platform would be available.

As a school, we use Google Suite for Education for the vast majority of our work and have access to a range of Microsoft Office programmes as well. Knowledge of education data analysis tools such as 4Matrix and ALPs would be an advantage, but again, training can be provided as necessary.

www.coombegirlsschool.org/home

@CoombeGirlsNews

@CoombeAcademy

Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

Job Description: Data Administrator

Department or area: Data/ curriculum

8.00am - 4.00pm, 5 days per week

Responsible to: Assistant Headteacher

Responsible for: N/A

Purpose of the post: To produce data as needed by the school

Main responsibilities and tasks:

- To enter and maintain the validity of data onto the school's management systems including student assessment, attendance, course registers, and school timetabling
- To support the school's returns of statutory data, for example, the school census three times a year.
- To manage pupil progress data under the direction from the Senior Leadership Team, including the production of target grades for students
- To upload data onto Arbor, 4Matrix, and ALPS for use by the teaching staff and publishing reports and results to parents via Arbor
- To provide assistance to parents with regard to accessing and using Arbor
- To assist with the annual integration of the course timetable into the school's management system
- To help maintain the assessment reporting cycle on Arbor and 4Matrix throughout the academic year
- To coordinate data collection periods and academic mentoring days with staff and students
- To assist the Attendance Officer with data entry as needed
- To learn the full attendance process and act as cover as needed
- To perform any other duties which the Headteacher may reasonably require

Professional Values and Practice:

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff make to the school's success.
- Contribute to and share responsibility in the corporate life of the school.
- Organising and managing effectively people and events.

Responsibilities:

Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

Results, Achievements, Standards

- Support the policies and practises for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.

Teaching and Learning

- Support staff in their drive to raise standards of teaching and learning.

Student Development and Well Being

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learners' behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
 - Effective communication and engagement
 - Young person development
 - Safeguarding and promoting the welfare of the child
 - Support transitions
 - Multi-agency working
 - Sharing information

Relationships with Parents, Schools and Community

- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional and informative.

Learning and Growth

- Managing own learning and performance.

School Development Plan Focus:

- To action relevant aims of the School Development Plan as indicated by the Line Manager.

Appraisal:

- Participate in any arrangements within an agreed national framework for the appraisal of performance.

Key Internal Relationships:

- Headteacher and Senior Leadership Team, teaching staff, support staff, pupils and students.

Key External Relationships:

Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

- Parents, community partners, borough staff, other schools in and out of borough, visitors to the school and other relevant organisations.

Budget Responsibilities:

- N/A

Health & Safety:

- Ensure health and safety and safeguarding regulations are observed at all times.

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However, staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight INSET sessions.. This position is a school based role.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Agreed by: _____

Date: ____/____/____

Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;	a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;	developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.
--	--	---

Person Specification: Data Administrator

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

Qualifications

Essential:

- GCSE grade C or above (or equivalent) in both English and Mathematics.

Desirable:

- Educated to degree level.

Experience:

Essential:

- Experienced user of IT and able to create and manipulate spreadsheets.

Desirable:

- Experience of working with MS Office.
- A good working knowledge of Google Suite, including Docs, Slides and Sheets.
- Experience of using 4Matrix, ALPS and/ or Arbor

Personal and Professional Skills and Attributes:

Essential:

- Have excellent IT skills.
 - Have a warm and approachable disposition.
 - Be at ease working in a busy environment.
 - Be well organised and efficient.
 - Able to deal efficiently with enquiries from staff and outside agencies.
 - Able to recognise confidential information and treat it appropriately.
 - Able to work under pressure.
 - Able to work constructively as part of a team.
 - Able to work on own initiative and prioritise workloads to meet specified deadlines.
 - Have a flexible approach to work and be adaptable to the school's needs.
 - Have excellent written and verbal communication.
 - Able to demonstrate and promote good practice in line with the ethos of the School.
 - An understanding of safeguarding issues and promoting the welfare of children and young people.
 - Suitability to work with children.
-

Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.

‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’

Website: www.coombegirlsschool.org
 Twitter: @CoombeGirlsNews/@Head_CGS
 Trust: www.coombeschools.org / @CoombeAcademy

**Coombe Girls’ School
 Clarence Avenue
 New Malden
 KT3 3TU**

Coombe prepares each student for their World of Opportunity by enabling individuals to flourish through:

innovative teaching that is inspirational, compelling and fun. It engages every learner in their journeys of self-discovery, fulfilment and academic excellence;

a community in which empathy, tolerance, integrity and shared purpose promote exemplary behaviour and outstanding relationships between all;

developing confident learners who are happy, resilient and committed to shaping their world. They are proud of their abilities, highly ambitious and excited about their potential.