KING EDWARD VI SCHOOL SOUTHAMPTON
STROUD SCHOOL, KING EDWARD VI PREPARATORY SCHOOL

JOB DESCRIPTION

1. **POST TITLE: DATA ADMINISTRATOR / PROJECT ASSISTANT**

   37 hours per week 38 weeks of the year, comprising 36 weeks term-time including INSET days and 10 days during the School Holidays
   Weekdays 8.30am – 5.00pm Monday to Thursday and 8.30am to 4.30pm on Fridays

2. **POST HOLDER:**

3. **RELATIONSHIPS:**

   (a) **Line Manager:** The post holder is responsible to the Data Systems Manager and will carry out duties as directed by him/her. Additional duties will be directed by the Data Protection Manager | Stroud Data Lead and the Assistant Head (Digital Strategy), under the supervision of the Data Systems Manager.

   (b) **Direct Reports:** None

   (c) **Head of Administration:** The post holder is a member of the Administration team and will work with the Head of Administration and Non-teaching Staff collectively to:
   •   provide mutual support and learning on shared and individual   matters,
   •   promote effective communication with senior leadership and other colleagues, and
   •   Provide effective support to the School in a manner consistent with its aims and ethos.

4. **JOB DESCRIPTION REVIEWS**
   This job description is a working reference document, to be reviewed as part of the post holder's annual appraisal review and revised as applicable, i.e. whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role.

   Date job description last reviewed: March 2021

5. **PURPOSE AND OBJECTIVES OF THE ROLE:**

   (a) To be responsible for maintaining accurate and efficient data, thereby ensuring that staff can access current information, statistics and reports which support the educational provision at both KES & Stroud.
   (b) To provide technical and administrative support for both KES & Stroud to enable the Schools to function effectively in the teaching and learning of pupils.

6. **SCOPE OF THE ROLE**
   Key Activities:

   Data Management (3-18)

   - Input and maintenance of all aspects of accurate data within the School's Management Information System (MIS), including personal data
   - Provide accurate lists / reports using the data within the MIS, and other data systems, as and when required
   - Provide support for staff and parents with both Schools' Parent Portals (MySchoolPortal)
   - Assist with the administration of Pupil ID Systems, including the organisation of taking and uploading of photographs to the database, and ID card production
   - Assist in the production of ID cards for pupils and staff
   - Correspond with Parents in ensuring accurate data is recorded for pupils and their contacts
   - Administer the Data Team email inbox; prioritising items, responding to queries, maintaining an orderly filing of emails and scheduling of tasks
   - Maintain the School Dinners register; administer the Dinners email inbox, respond to parent emails and track termly changes to report to Finance
   - Assist with the accurate record keeping of Pupil Attendance Registers and reporting
   - Run and record critical incident reports for the purposes of safeguarding the Schools' data in the event of system failures
   - Provide administrative support to the Data Protection Manager for the collation of information for Data Subject Access Requests and updating the Data Asset Register
   - Assist in all areas of data management as directed by the Data Systems Manager
   - Deputise for the Data Systems Manager and Stroud Data Lead as required

   Project Management
   - Provide assistance and administrative support for Data Team projects, including updating project plans, process flows and supporting the Data Systems Manager as required
   - Assist the Data Team with the implementation and support of new systems, features and modules.

   Administration Support
   - To provide administration support to the Admissions team during periods of peak workload.
   - From time to time to be flexible in assisting administration around the school at the request of the Head or Bursar.

   Development

   - Undertake training for the Management Information System, other data systems and IT, as required to sustain efficiency and knowledge
   - To understand and uphold the School's compliance with the relevant data protection legislation and regulations

7.   **GENERAL REQUIREMENTS**

(a)   This post may require travel between the two school sites, therefore a driving licence and access to your own vehicle is a requirement of the role.

(b)   This post is at the centre of the School and carries a high level of sensitivity. The post holder must at all times remain impartial and maintain strict confidentiality.

(c)   To be responsible for promoting and safeguarding the welfare of children, to comply with the School's Child Protection Policy and to report to the Child Protection Officer or Head any concerns relating to the safety or welfare of children.

(d)   To maintain a clean and safe work area, having regard to Health and Safety regulations and requirements generally and particularly in relation to their role.

(d)   To work with and assist other departments as required, time allowing and avoiding conflict with the post holder's principal responsibilities, and carry out any other reasonable task as identified by their line manager, the Bursar or Head.

Signed: …………………………………………Dated: …………..………………