

POST TITLE

Data Administrator

RESPONSIBLE TO

Data & Business Systems Manager

MAIN PURPOSE OF JOB

To perform database, administrative and other duties to support the smooth running of the Data Office. To provide support in ensuring lessons are covered in the event of staff absence. To provide administrative support to the Data & Business System Manager with projects.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

LEH

LADY ELEANOR HOLLES





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Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

DATA

- To input data onto the school's management information system (SIMS.net) from a range of sources and lists.
- To create and run reports and letters.
- To create and populate templates and marksheets for academic reporting.
- To collate, export and proof read pupil reports.
- To co-ordinate room changes for exams, meetings, report reading and lessons, and alert staff of any changes.
- To back up admissions and attendance registers.
- To assist staff as and when required and support with staff training sessions.
- To respond to general queries as required.
- To work jointly with the other Data Administrator to allocate teachers to cover lessons in the case of teacher absence.

SYSTEM BASED PROJECTS

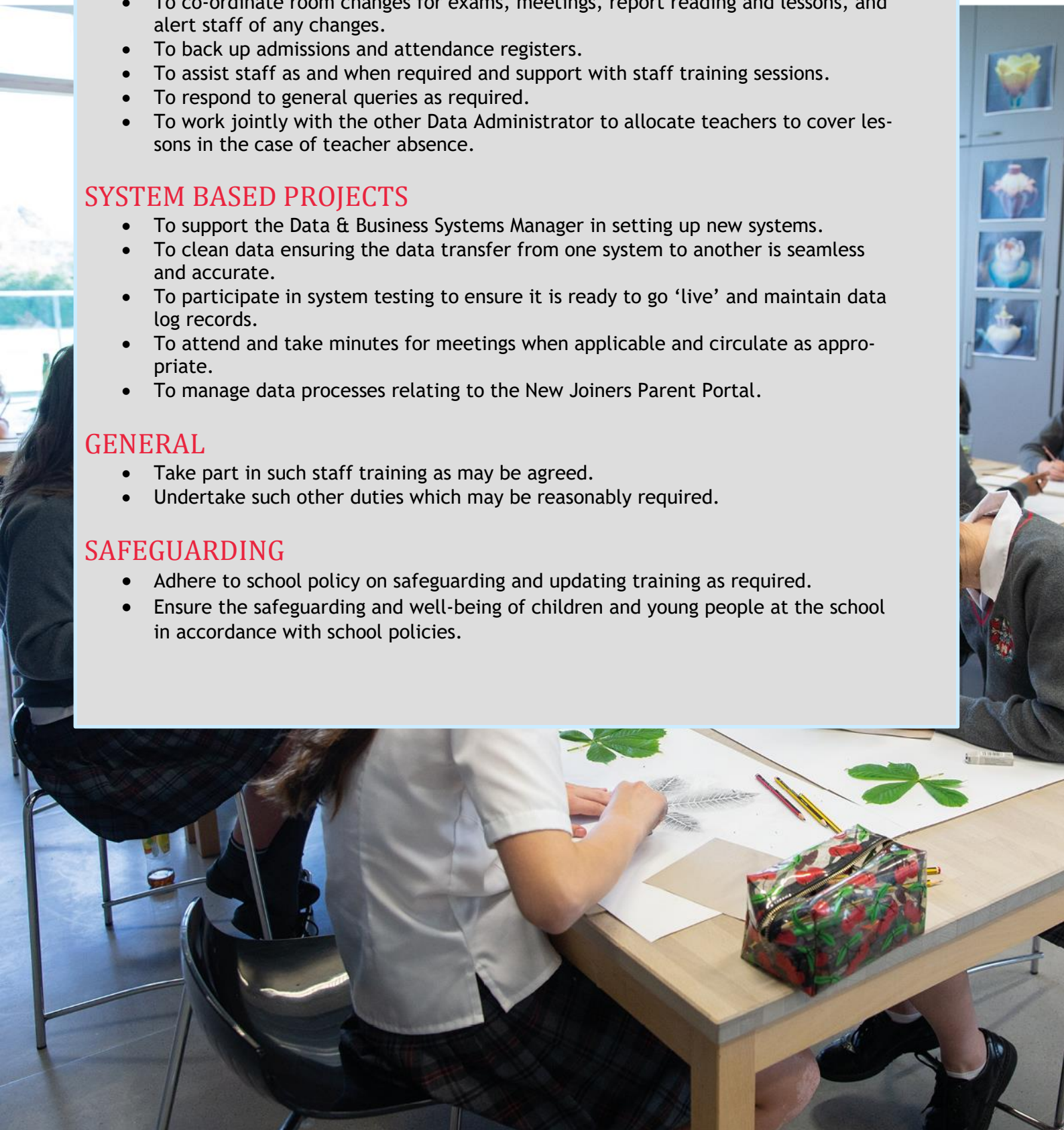
- To support the Data & Business Systems Manager in setting up new systems.
- To clean data ensuring the data transfer from one system to another is seamless and accurate.
- To participate in system testing to ensure it is ready to go 'live' and maintain data log records.
- To attend and take minutes for meetings when applicable and circulate as appropriate.
- To manage data processes relating to the New Joiners Parent Portal.

GENERAL

- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

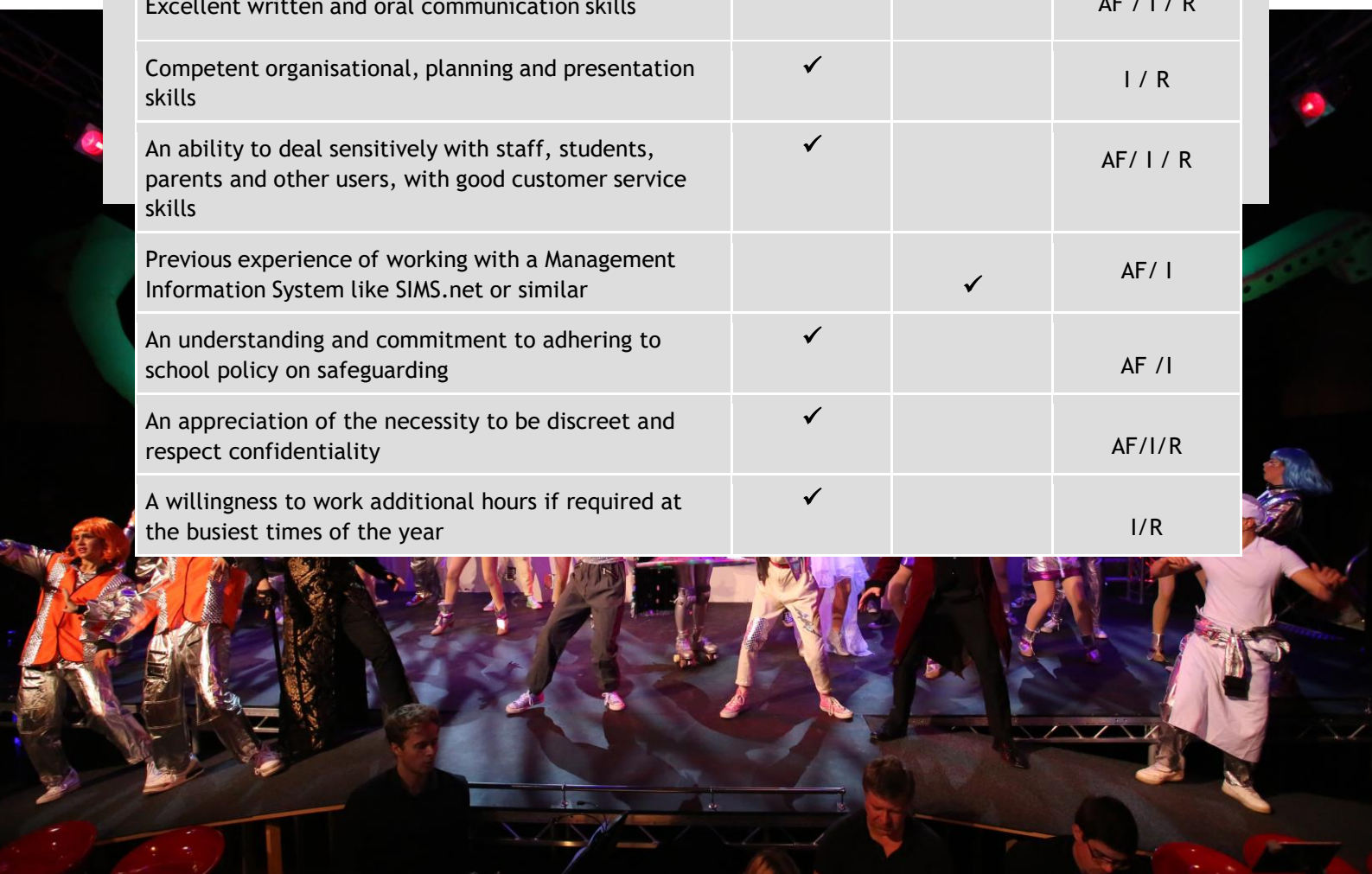
SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.



Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
GCSE Maths and English or equivalent	✓		AF
Educated to 'A' level or equivalent	✓		AF
Previous experience of working in an educational environment		✓	AF/I
Has a strong commitment to accuracy and to maintaining high professional standards	✓		AF/I/R
Excellent IT skills and administrative experience	✓		AF/I
Experience and sound working knowledge of Microsoft Office, including Word and advanced Excel	✓		AF/I
Self-motivated, with an ability to work on own initiative and as part of a team	✓		AF/ I
The ability to multitask and prioritise workload	✓		AF/ I / R
To work calmly under pressure and respond positively to varying workloads and deadlines	✓		AF /I / R
Excellent written and oral communication skills	✓		AF / I / R
Competent organisational, planning and presentation skills	✓		I / R
An ability to deal sensitively with staff, students, parents and other users, with good customer service skills	✓		AF/ I / R
Previous experience of working with a Management Information System like SIMS.net or similar		✓	AF/ I
An understanding and commitment to adhering to school policy on safeguarding	✓		AF /I
An appreciation of the necessity to be discreet and respect confidentiality	✓		AF/I/R
A willingness to work additional hours if required at the busiest times of the year	✓		I/R





MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a full-time, fixed term contract for 16 months, working 37 weeks a year (term time plus 3 weeks inclusive of INSET days and to be worked as agreed with the line manager). The working hours are 37.5 per week from 7.30am to 4.00pm. This does not include a one-hour lunch break, which is unpaid. Due to the nature of this post, there is no flexibility with the hours.

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The salary for this post is £28,162 pro-rata (0.8 FTE), based on a full-time salary of £35,202 per annum.

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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