



**Job Title:** Data Administrator  
**Department:** Support Services  
**Location:** Bexleyheath Academy  
**Hours of work:** 37.5 hours per week, 42 weeks per year  
**Reports to:** SLT (or delegated line manager)

#### **Purpose of the Role**

- To provide effective and professional administrative support to the Operations/Data Manager/for the Academy and delegated line manager.
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

#### **Assessment & Reporting**

- Designing an assessment module within our MIS to support our Termly assessment collections , as well as maintaining them and designing and processing reports.
- To support colleagues in collating assessment data;
- Support the collection of data and check completion and accuracy of data for production of progress reports and distribution to parents/carers;
- Production of reports including the analysis of examination results and other assessment data.
- To assist in the production of data for Inspections or Audits.
- Assist with report creation and distribution to parents;
- To input student data, set up sittings and generate reports for internal assessments.
- To produce summary and statistical analysis following student assessments.

#### **Academic Management**

- Liaison with key staff with regards to student classes and sets
- Assisting with the administration of Options;
- Production of staff and department timetables;
- Input class/set data for production of timetables;
- Production of class lists;
- Creation of new student timetables;
- Updating student/staff timetables;
- Liaison with key staff throughout the year for any changes to staff/student timetables.
- To ensure that the Pastoral Support Assistant timetable is up to date and reflects any staff changes in days or hours
- To share weekly reports with staff.
- To assist with sending communication to parents and stakeholders.
- To assist with the maintenance of Education and SEND records and data reports, student files, including EHCPs and specialist reports and to support the transfer of student files and the maintenance of archived records and academic data in line with GDPR requirements.

### **School Information Management System**

- Support the maintenance of the school information management system.
- Collect and enter data for new admissions.
- To contribute to data-checking exercises for the purpose of reporting and returns.
- To liaise with relevant staff to ensure that MIS records for all students are up to date and include key information such as medical details, pupil premium eligibility, and contact details of all adults and agencies involved with the child.
- To complete relevant training to ensure that we are making best use of the MIS across the academy.

### **Support for the Academy**

- The post holder will be expected to support the operational activities of the Academy. This may include a range of operational activities, and the post-holder may be asked to undertake administrative tasks relative to the Academy's priorities.
- Deal with any immediate problems or emergencies according to Academy policies and procedures which may include appropriate administrative tasks.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection and SEN, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Participate in professional development training and other learning activities as required.
- To be alert to any safeguarding concerns and inform one of the safeguarding core team as soon as possible during the course of that working day.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the published Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title:** Data Administrator

| General heading        | Detail                                               | Essential requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                  | Desirable requirements:                                                                                                                                                                                                                                  |
|------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications         | Qualifications required for the role                 | <ul style="list-style-type: none"> <li>• Excellent numeracy, literacy and ICT skills</li> <li>• GCSE Maths and English Grade A-C or equivalent</li> </ul>                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Level 3 (or above) Qualifications.</li> <li>• IT qualification</li> </ul>                                                                                                                                       |
| Knowledge & Experience | Specific knowledge/ experience required for the role | <ul style="list-style-type: none"> <li>• Working within an office environment.</li> <li>• The ability to work confidently with IT, and in operating clerical administrative, financial and organisational systems.</li> <li>• Work with sensitive data and information within policies and procedures</li> <li>• The ability to work effectively with children and young people</li> <li>• The ability to deliver excellent customer service.</li> </ul> | <ul style="list-style-type: none"> <li>• Proven experience of working in a school office environment</li> <li>• Managing large datasets</li> <li>• Experience in working with data protected by GDPR</li> <li>• Analysing and evaluating data</li> </ul> |
| Skills                 | Line management responsibilities (No.)               | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                                                                                                                                      |
|                        | Forward and strategic planning                       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                                                                                                                                      |
|                        | Budget (size and responsibilities)                   | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                                                                                                                                                                                                                                                      |
|                        | Abilities                                            | <ul style="list-style-type: none"> <li>• Secure IT skills to undertake the role and support students' learning.</li> <li>• Ability to organise, prioritise and work on own initiative.</li> <li>• Ability to record basic information and undertake written tasks as required.</li> <li>• Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a</li> </ul>                                       | <ul style="list-style-type: none"> <li>• Experience of working with Google Workspace for Education tools.</li> <li>• Developed administrative skills including report writing and observations/evaluations.</li> </ul>                                   |

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|                          |        | <p>sensitive manner both in person and by telephone.</p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers.</li> <li>• Experience of forming appropriate and productive relationships with students, staff and parents.</li> <li>• Proven experience of effective team and independent working.</li> <li>• Ability to work collaboratively and flexibly within a team and contribute to team development.</li> <li>• Comprehensive understanding of confidentiality issues within a school environment.</li> <li>• Ability to work with creativity and on own initiative.</li> </ul>                            |  |
| Personal Characteristics | Values | <p>An ability to understand, demonstrate, and apply our values.</p> <ul style="list-style-type: none"> <li>• Be unusually brave.</li> <li>• Discover what's possible.</li> <li>• Push the limits.</li> <li>• Be big hearted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Special requirements     |        | <ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• An understanding of Health and Safety in the workplace and how this applies</li> <li>• Commitment to increasing own learning and development</li> <li>• Commitment to raising educational achievement, positive values, attitudes and behaviour</li> <li>• Commitment to building and maintaining successful relationships with pupils</li> <li>• An understanding of Equal Opportunities and the issues</li> </ul> |  |

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|  |  | affecting the social, cultural,<br>linguistic, religious and ethnic<br>backgrounds. |  |
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