**JOB DESCRIPTION**

DATA ADMINISTRATOR

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| **Job title**: | Data Administrator | | **Job Ref**: | XS 9.11 |
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| **Directorate:** | | Children’s Services | | |
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| **School:** |  | | **Grade**: | Dorset Grade 3 |
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| **Reports to**: | Data Manager/Support Services Manager | | | |

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| **Main job purpose** |

To provide efficient administrative support in relation to data management, to ensure compliance with LA and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

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| **Main responsibilities and duties** |

1. To collect, collate and input all data throughout the School including student data, assessment, and examination performance.
2. Input of data onto all MIS modules and other school databases including:
   1. Pupil Personal and Medical details module
   2. Attendance module
   3. Assessment module
   4. Reporting module
   5. Lesson attendance module
   6. Examination module
   7. Timetable module
   8. AEN module
3. To assist in the analysis of data and compilation of reports for staff and senior management of the School/Governors/LA as required.
4. To assist in the preparation of statutory and non-statutory returns and end of year procedures for a range of external bodies.
5. Update the school website or staff pages in relation to data management.
6. To assist in the compilation and completion of Government on-line surveys.
7. Any other reasonable tasks as are required from time to time at the discretion of the Data Manager/Support Services Manager.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

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| **Knowledge & skills** |

The postholder must be numerate, computer literate with relevant data administration experience.

To be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Knowledge of MIS modules and databases including SIMS/Nova and Excel would be an advantage.

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| **Supervision and management** |

The postholder will often be required to work without direct supervision. Supervision and guidance will be present where necessary.

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| **Problem solving and creativity** |

To deal with changing and conflicting work deadlines under the guidance of the Data Manager /Support Services Manager.

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| **Key contacts and relationships** |

Close contact with all levels of staff within the school and external bodies in the use and analysis of data.

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| **Decision making** |

Work to deadlines and prioritisation of workload

Under the direction of the Data Manager/Support Services Manager, to ensure the appropriate and adequate backup and security of computerised data records.

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| **Resources** |

1. Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

2. General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)

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| **Working Environment** |

Office based post.

Subject to substantial and frequent periods of computer input and data manipulation.

Occasionally processing heavy loads of incoming/outgoing mail.

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| **Progression in Post (if applicable)** |

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| **Job description prepared by:** | Chris Matthews |
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| **Designation:** | Pay and Reward Manager |
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| **Date:** | June 2006 |