

Job Description: Data Administrator

**Job title:** Data Administrator

**Salary range:**

**Accountable to:** Duncan Grantham

**Accountable for:** Data Admin

HOURS – TBC

Core Purpose

To provide strategic and operational management of the School’s Management Information System (MIS) and data handling in the School. To oversee, support and develop the use of data across the school. To produce data after each monitoring cycle and feedback to the Leadership Team in each school to inform strategic plans.

Key responsibilities

SIMS

* Set up and maintain systems and procedures for entering, updating and reporting on student and staff information in SIMS, and supporting all staff that access and interrogate data
* Manage system permissions, issuing passwords and ensuring all staff have appropriate access to the information management system
* Co-ordinate and complete the school census for the school as well as other statistical government returns
* Set up and maintain the behaviour management procedures and records, certificates and associated reports
* Prepare and publish SIMS user guides, coordinate and monitor training needs for staff
* Work with the IT Managers to ensure software is updated as required
* Support the interfacing of SIMS with other data management systems, including third party provider products.

Assessment and reports

* Administer the production of interim and summative reports as required by the reporting cycle, under the direction of the Senior Leadership Teams
* Develop and provide student performance data for analysis
* Manage the creation and maintenance of grade sets, mark sheets and report templates
* Set up and maintain student report, monitoring and tracking systems
* Create and issue internal reports to the senior leadership teams and Heads of department
* Import and manipulate KS2 data
* Produce summaries of data to support the school’s self-evaluation systems
* Maintain target setting procedures/systems through data handling and manipulation and reporting/outputting of data and results
* Collect and collate Key Stage 3 and 4 target grades
* Work with Heads of department to develop and set up tracking systems at Department level
* Prepare student data entered in SIMS for import into SISRA (data analysis tool), check the reliability of the data and produce summaries of results
* Design and produce staffing reports and summaries from SIMS as required

Examinations

* Support the school examination officer in the use of data transfer, Securenet and other procedures relating to data manipulation.
* Assist in the receiving, manipulation and presentation/analysis of results at both Key stage 3 and Key stage 4.

Timetable

* Support the Leadership Team in the development and production of the school’s timetable
* Prepare a new academic year calendar in SIMS
* Promote students into the new year structure incrementing their curriculum years
* Ensure and manage the smooth transition from one academic year to the next with all sections of SIMS
* Set up and maintain registration groups and teaching groups

Other responsibilities

* Undertake any other additional duties that can reasonably be requested in line with the overall grading and purpose of the job
* From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it
* Ensure all duties and responsibilities are discharged in accordance with the trust’s health and safety at work policy
* Liaise with designated SLT members responsible for examinations, curriculum and assessment

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties. The post holder may be required to work outside of normal school hours on occasion, with due notice.

*The successful candidate will be required to undertake an Enhanced Disclosure via the DBS service.*

Person Specification

**Post: Data Administrator**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Analytical skills  At least a Level 3 or equivalent qualification  Relevant qualification in ICT / Business Administration |  |
| **Experience** | Working in a data management capacity within education  Managing and developing data systems, such as SIMS.net  Producing accurate data for reporting and assessment  Forming and maintaining network relationships  Information gathering and analysis  Training staff at all levels to access data  Creating and maintaining data capture and data entry templates | Promoting and developing the use of data to raise achievement across the school and knowledge of SISRA and/or 4Matrix |
| **Knowledge and Understanding** | Understanding and knowledge of effective data management strategies  Knowledge of statutory data reporting requirements such as school census  Understanding of and commitment to equal opportunity issues within the workplace | Knowledge of school timetable and Nova-T6 |
| **Skills and Abilities** | Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description  High level computer skills  Enthusiasm, self-motivation and good communication skills  Ability to work to professional standards, to develop effective working relationships, think independently and make judgments and to influence others through persuasion/ discussion  Good team player and good sense of humour  Ability to be self motivated, flexible and well organised to manage, at times, unpredictable and variable workloads |  |