

Salary:	NJC Pay Scale, Grade C
Responsible to:	
Date of Job Description:	November 2023

Purpose of the Role:

To maintain an accurate pupil database for staff, parents / carers and external agencies.

Main Tasks and Responsibilities

Key Duties:

1. Maintain accurate pupil records, including recording pupil entrants and leavers;
2. Maintain pupil attendance records and respond to requests for attendance information / reports;
3. Maintain accurate pupil performance data records and produce analysis of this data as requested;
4. Complete data requests from external agencies;
5. Maintain security of school data information systems;
6. Assist with maintenance of other data, such as timetable information and examination data;
7. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Collate and submit the school census;
2. May demonstrate own duties to new or less experienced staff.

Indicative knowledge, skills and experience

- Knowledge and skills in using bespoke software, data security, and reporting equivalent to National Qualifications Level 2 or equivalent experience;
- Requires knowledge of relevant school procedures for recording e.g. attendance, performance, pupil details plus knowledge of relevant IT systems.

General Duties:

- To act in accordance with FCAT's policies and procedures.

- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.