



Aspirations Academies Trust

in association with Quaglia Institute

Welcome to the Aspirations Academies Trust.

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

We are currently seeking to appoint a Data Administrator to provide assistance and support in the management of the Academy's MIS systems and to be responsible for all student data collection and maintenance, organisation, presentation and interpretation.

The successful candidate will have experience of working effectively in the use and analysis of MIS systems and a demonstrable ability to organise this function in a secondary school setting.

The Data Administrator will be a key member of the Rivers Academy team, reporting to the Assistant Principal responsible for the management of the Academy's MIS systems.

Learn more about Rivers Academy at www.rivers-aspirations.org and Aspirations Academies at www.aspirationsacademies.org

Application forms are also available on our website or from: Bozena Bishop at bbishop@rivers-aspirations.org

Closing date for applications: **5pm on Tuesday 18 April 2017**

Please send completed applications to: hr@rivers-aspirations.org

Job Description	
Post Title	Data Administrator
Salary/Grade:	SO2 Scale point 32-34 (£30,324 – £31,998)
Reporting To:	Assistant Principal responsible for Data
Academy:	Rivers Academy
Disclosure Level:	Enhanced
Hours of Work:	36 hours a week
Leave:	Annual leave is 24 days per year, based on a 5-day working week, plus Bank/Public Holidays. The annual leave entitlement rises to 29 days after 5 years. Leave will normally be taken during school holiday times.
Core Purpose:	
In liaison with the Academy's Senior Leadership Team, to provide assistance and support in strategic management of and efficient and effective organisation of the Academy's MIS systems and other analysis of educational data. To be responsible for all student data collection and maintenance, organisation, presentation and interpretation.	
Main Duties: Operational	
SIMS Oversee the annual plan of data collection, systems integration, performance analysis and reporting systems <ul style="list-style-type: none"> • Complete the Academy Census and other statistical government returns • Produce annual target setting returns for the AAT, LA and DfE • Maintain and manage the systems for tracking the progress of pupils on SIMS • Coordinate the production of annual reports and interim reports on the progress of all the pupils in the school • Ensure that all data held on students and parents/carers is accurate and complete • Manage system permissions, issuing passwords and ensuring all staff and parent contacts have correct access to the MIS • Review how fit for purpose the existing MIS and data systems are and make recommendations on how they can be further developed to SLT • To support with the admissions process for new students • To update assessment criteria when changes are made by the Senior Leadership Team • Develop the use of SIMS to support academy strategy, reduce workload and improve communication for all. For example; <ol style="list-style-type: none"> I. Behaviour: Systems are automated on SIMS sending out daily reports, allocating detentions for each points threshold and generate letters/texts/emails for parents/carers. Registers are also assigned to members of staff overseeing the specific detentions II. Rewards: systems are automated on SIMS sending out daily reports, allocating rewards/certificates for each points threshold and generate letters/texts/emails for parents/carers • Develop the use of MIS with teaching and support staff in their day to day use of the system • Provide staff training and literature specific to the Academy's use of the MIS • Prepare and publish MIS user guides/reports for staff • Support when needed with the organisation of examination entries on SIMS 	

Assessment and reports

- To remind staff about assessment deadlines and monitor completion of the marksheets as these deadlines approach and pass.
- To administer the production of interim and summative reports as required by the reporting cycle, under the direction of the Senior Leadership Team.
- To develop and provide whole academy student performance data analysis for the Senior Leadership Team.
- To develop and provide specific subject data analysis for use by Coordinators and CTLs.
- To manage the creation of aspects and maintenance of grade sets, marksheets and report templates.
- To set up and maintain student report, monitoring and tracking systems.
- To produce summaries of data to support the academy's self-evaluation systems.
- To maintain target setting procedures/systems through data handling and manipulation and reporting/outputting the data and results to assist with Academic Mentoring.
- To import and manipulate KS2 data and ensure this is regularly updated in SIMS and other data analysis tools
- To collect and collate Key Stage 3, 4 and 5 target grades.
- To work with Curriculum Leaders to develop and set up tracking systems at Department Level.
- To prepare student data entered in SIMS for import into external data analysis software as soon as the data deadline has passed, check the reliability of the data and produce summaries of results.

Examinations

- To support the academy examination officer in the use of data transfer, A2C and other procedures relating to data manipulation.
- To ensure that all results are correctly imported into SIMS
- To ensure that all Key Stage 5 results are imported into the ALPS software for generation of ALPS reports
- To ensure all Key Stage 4 results are imported into external data analysis software on results day and updated if necessary
- To assist in the receiving, manipulation and presentation/analysis of results at GCSE, Key Stage 3 and Key Stage 5.

Timetable

- Support the development and production of the academy 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.

General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of education, e.g. 5 GCSEs at A*-C including English and Maths, or equivalent.	A	
Experience		
Experience in data analysis	AR	
Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves	AR	
Experience of working in a school, academy or other educational based background.		AR
Skills and Abilities		
Excellent customer service and communication skills, both written and verbal	R	
Competent in use of IT	R	
High level of accuracy in written work and data entry	AR	
The ability to work with SIMS and other external data analysis software programmes	AR	
The ability to produce clear and concise reports	AR	
Flexible, proactive, positive approach to work	R	
Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information	R	
Knowledge		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R

Criteria	Essential	Desirable
Knowledge of the current KS4 and KS5 grading systems		R
Knowledge of legislation regarding health and safety, HR and school admissions procedures		AR