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| **Job Title** | School Data Administrator |
| **Organisation** | Halliford School |
| **Type** | Full time to include first week of school summer break and final two weeks incorporating both A Level and GCSE Results Days |
| **Line Manager** | Deputy Head Academic / Bursar |
| **Hours of Work** | 8:30am –5:00pm (would consider flexibility of hours) |
| **Working Time beyond Agreed Hours** | Inset Days, 2 Open Days (Saturday) and Examination Day (Saturday). |
| **Job Summary** | The Data Administrator is a crucial role providing high quality and meticulously accurate data management services to the SMT, Heads of Department, Examinations Officers, teaching and Marketing staff for the improvement of students’ academic progress, supporting decision-making and for making statutory returns. |
| **Essential Duties and Responsibilities** | Responsible for creating all end of term/half termly reports  Manage school data in line with GDPR requirements as advised by the Bursar for data and personal information  Management of the school MIS. We use Furlong’s SchoolBase. Experience of using and management of SchoolBase would be an advantage but if you have experience developing and using alternative platforms (e.g. SIMS or iSAMS), we can provide full specialist training in the use of SchoolBase.  Maintain the MIS ensuring it is up to date with student information, timetable changes etc.  Create and maintain assessment data, enabling efficient reporting on student progress.  Assist the Deputy Head Academic with preparation of systems and required data throughout the school term including public examination results, internal examination results and baseline data.  **Analysis and Reporting**  Set-up produce and manage reports with SchoolBase and publish to the Parent portal.  Assist Deputy Head Academic in preparation of baseline data and analysing baseline data for Governors along with transferring baseline data onto the MIS.  Work supportively with all staff who input data to the database during the course of their duties and notify them of deadlines for grades / comments.  Work closely with Furlong support to ensure SchoolBase system updates are carried out promptly and conveniently.  Work closely with Deputy Head Academic to ensure data structures for whole School timetable operate seamlessly, including transfer of data from timetabling program to SchoolBase.    Work with the Registrar and Deputy Head Academic to input and manage data relating to admissions and entrance exam results.  Work with Marketing to oversee the setup of marketing requirements on the MIS.  Work with IT to manage system permissions, passwords and access.  Prepare report cards/reports for parents and for distribution at Parents’ Evenings.  **Activity Manager**  Manage school activities module termly enabling parents to book on the Parent Portal.  **Parent Portal**  Issue parents with login details.  Upload reports, grade cards termly and HM letters.  **Internal Examinations**  Support Deputy Head Academic with exam preparation and timetables.  **Production of Information**  Work with Deputy Head Academic and other staff as required developing and managing school wide student tracking systems.  Work with Examination Officer to input, analyse and distribute public examination data.  Provide output of data in a range of formats to a variety of internal and external stakeholders including   * SMT * Marketing and Registrar * Teachers to monitor learning and to target academic support * Deputy Head Pastoral and for the Pastoral meetings * Statutory Returns, (e.g. Children Missing in Education)   Assist SMT in producing various communications of students’ progress to parents, and maintain data centrally to support this. |
| **Skills and Competencies** | High level of awareness and excellent working knowledge of SchoolBase (or alternative MIS e.g. SIMS or iSAMS)  High level of IT literacy with excellent Excel and Word skills  Analytical and numerate with a high level of attention to detail  Able to communicate clearly with staff both verbally and in writing  Helpful nature and positive attitude  Able to work as part of a team and on own initiative  Reliable and punctual, working to tight deadlines whilst remaining calm. |
| **Salary** | Salary will be commensurate with capability and experience. |
| **Screening** | Halliford School is committed to safeguarding and promoting the welfare of its students and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure and Barring Service. Halliford School is an Equal Opportunities Employer |

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

The Database Administrator promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Halliford School Safeguarding Policy and other policies that promote the welfare and care of students.