

Job Description

Post: Data Administrator

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Process all aspects of student data including assessment information as directed.
- Work to the Principal's vision for all aspects of personal, pastoral and progress data, including assessment records and reporting to parents.
- Prepare clear and accurate student data for a wide variety of stakeholders (e.g. Executive, Local Governing Body, SLT, Ofsted) using Bromcom, ALPS and spreadsheets as appropriate.
- Assist with the production of reports for parents in line with the calendar.
- Support the timetabling process and, where necessary, in-year changes and the production of student timetables including setting up and managing support groups.
- Support the enrolment process as directed by the Data and Exams Manager, including communication with applicants and parents.
- Work alongside the Exams Officer to assist in all aspects of running external and internal exams according to the strict rules and regulations of JCQ and/or the exam boards.
- Work alongside the MIS Manager to manage the process of providing access to the parent portal, and effective communication with parents with regard to this.
- Work alongside colleagues to complete all compulsory returns as required by the DfE.
- Ensure the academy is fully compliant and efficiently manages all aspects of data sources.
- Work to the direction of the Trust in ensuring the academy is GDPR compliant.
- Maintain MIS operating systems and ensure records are accurate and up to date.
- Work with other data administrators / managers across the Trust and keep up to date with the latest research and development.
- Maintain the utmost discretion and confidentiality.
- Live the mission, values and drivers every day.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.