

# Data Administrator Job Description

- **Hours of Work: 36 hours per week (8am to 3.45pm Monday to Thursday, 8am to 3.30pm Friday)**
- **Term time plus 3 weeks in school holidays (including last two weeks of August)**
- **Pay range point 5 to 9 (FTE £28,521 to £30,189) prorated to £26,437 to £27,983 per annum**
- **Initially fixed term for one year**

<b>Job Title:</b>	Data Administrator
<b>Main Purpose:</b>	To support the implementation of the school's approach to data management by ensuring that data (including data relating to current and potential future students/ employees and leavers) is collected, stored, analysed and reported on accurately, consistently and securely.
<b>Reports to:</b>	Data and Exams Manager
<b>Main Responsibilities:</b>	<p><b>Management Information System Support:</b></p> <ul style="list-style-type: none"> <li>● Complete data entry/ data cleansing tasks to ensure that data held in the MIS is complete, accurate and consistent</li> <li>● Manage the import of student and staff photographs to the MIS</li> <li>● Review and action data changes submitted by parents</li> <li>● Support the Data and Exams Manager and Chief Operating Officer in the preparation for and running of statutory data returns such as the school census</li> <li>● Send leavers' student files (CTFs) to students' new schools</li> </ul> <p><b>Assessment Data Management:</b></p> <ul style="list-style-type: none"> <li>● Work with the Exams and Data Manager and SLT in setting clear and workable deadlines for data collection and to meet all deadlines</li> <li>● Maintain/monitor assessment data in MIS</li> <li>● Check and chase teachers for missing assessment data for student reports</li> <li>● Collate and publish student reports, ensuring that correct data fields are inserted into report templates so that reports are accurate</li> <li>● Independently resolve problems relating to data collection and reports to ensure smooth running of procedures</li> </ul>

<b>Additional Responsibilities:</b>	<ul style="list-style-type: none"> <li>● Support the Data and Exams Manager with reports for the Senior Leadership Team</li> </ul> <p><b>Curriculum Systems:</b></p> <ul style="list-style-type: none"> <li>● Manage access to ICT systems used for teaching of the school's curriculum e.g. Kerboodle</li> </ul> <p><b>Parent and Support Support:</b></p> <ul style="list-style-type: none"> <li>● Manage Parent Teacher Consultations programmes using the school's chosen software, co-ordinating the actions of Teachers, managing communications with parents and working with SLT members to address issues</li> <li>● Manage access to the parent payment systems and associated student lunch payment cards</li> </ul> <p><b>Data Protection:</b></p> <ul style="list-style-type: none"> <li>● Support the COO with Data Protection related administration</li> </ul> <p><b>Admissions Process/ Exams Support:</b></p> <ul style="list-style-type: none"> <li>● Manage the data-related processes associated with applications to the 6th form and the allocation of places</li> <li>● Provide ad-hoc admin support to the Exams team during the public exam period in May and June</li> </ul>
<b>Additional Responsibilities:</b>	<ul style="list-style-type: none"> <li>● To undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>

### Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

