HESTON COMMUNITY SCHOOL

JOB DESCRIPTION

JOB TITLE:	**Data Administrator**
POST GRADE:	**Scale 4 Pt 18-21 (Pro-Rata)**
HOURS:	**25 hours per week (Term Time Only, flexible working hours, 39 weeks + 5 days in the last week of August)**
REPORTING TO:	**SIMS and Data Manger**
LINE MANAGEMENT:	**SIMS and Data Manager**

MAIN PURPOSE OF THE JOB

i.   Undertake a range of duties related to the administration and analysis of information and data that support the organisation and management of the school.

ii.   To act as an integral part of the school staff, and make a contribution to the overall aims of the school, working within agreed policies and procedures.

iii. To work with the SIMS and Data Manager, to ensure that all student data relating to progress and achievement is up to date and used effectively.

iv.   To assist in the management of school information, ensuring its integrity.

Key responsibilities:

- Assist the SIMS and Data Manager, with the setup and operation of SIMs Assessment Manager and other MIS packages as required to:
  - Support the collection, checking and monitoring of student progress, assessment, attainment and target setting.
  - Compile behaviour and achievement reports for CLs.
  - Assist in the production, copying, collating and dispatch of all progress tracking reports, school reports and analysis.
  - Assist with the setup of student timetables and curriculum/set changes.
  - Create reports in SIMS to extract data for a range of purposes.
  - Support the training of staff on sims, SISRA and other MIS systems
  - Create/manage SIMS, MIS user logins.
  - Printing of student/staff timetables.
  - Manage data requests from staff and present information appropriately.
  - Admissions & Leavers
  - Administration of the Schools Options Module.

- Assist with the analysis of student performance data for all key stages, by working with the SIMS and Data Manager to create a range of key documents/reports for SLT, CLs and LCs.
- Supporting the SIMS and Data Manager at regular team meetings.
- Working with the SIMS and Data Manager to ensure that Data Protection policies are adhered in terms of storing, collection, upkeep and monitoring of personal data.
- Support the SIMS and Data Manager with protocols and procedures in line with the GDPR (General Data Protection Regulations).
- Working with the SIMS and Data Manager to:
    - Ensure accuracy and completion of census information.
    - Plan work patterns across the year, to include holiday cover within the team.
    - Disseminate data and assessment guidance to SLT and Middle Leaders.
- Support the SIMS and Data Manager with exam analysis and reporting.
- Liaising, as required, with external agencies and Local Authorities as required.
- Assist with GCSE / A Level results days and enrolment days.
- Assume other duties that may be required or delegated by the SIMS and Data Manager.
- Support front office administration and Finance with updating personal details in SIMS as and when necessary.
- Be willing to undertake further training to develop their role within the team.

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

PERSON SPECIFICATION
POST: Data Administrator - SCALE 4 Pt 18-21

ATTRIBUTES & QUALITIES	ESSENTIAL	DESIRABLE
Qualifications		
GCSE Mathematics: Grade B Minimum or equivalent GCSE English Language: Grade B Minimum or equivalent ECDL Level 2 or equivalent (including Word, Excel and PowerPoint)	✓	
Experience:		
Experience in the use of ICT systems and software, particularly to analyse data, for example Excel.		✓
Ability to display hard copy reports in a professional format.		✓
Knowledge of Management Information Systems, for example SIMS.		✓
Ability to work and cope under pressure with a range of day-to day matters.	✓	
Abilities and Skills:		
Able to prioritise and work to meet deadlines.	✓	
Able to work as part of a team or on own initiative.	✓	
Able to communicate clearly through a variety of media to audiences with differing levels of understanding.	✓	
Ability to complete work accurately, clearly and concisely.	✓	
Attitudes:		
Committed to continuing personal professional development.	✓	
Expectation that all tasks are carried out professionally and competently.	✓	
Professional Knowledge and Understanding		
Awareness of data protection and confidentiality.	✓	
Understand and recognition of the principles of equality and diversity.	✓	
Commitment to the safeguarding and welfare of all students.	✓	
Ability to demonstrate and promote good practice in line with school ethos and policies.	✓	

The successful candidate must pass the required health and enhanced DBS checks.

We appreciate that this is a demanding array of attributed to possess. We are realistic and are interested in your capacity and desire to develop these qualities as you build on your experience in a new role.