



Job Description

Role	Data Administrator	School/Department	Maiden Erlegh School
Grade	Grade 4 Spinal points 7 to 11	Reports to	Office Systems, Innovation and Assessment Officer
Job evaluation code	MES027b	Date of evaluation	April 2022
Purpose	To support the school in the production of student reports, timetables, and option choices, keeping courses to MIS up to date and supporting the Trust lead for Assessment & Reporting.		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Teachers, support staff, students, external agencies	None	None
Key accountabilities	<ul style="list-style-type: none"> Managing the School census Student Timetables – inputting classes, printing out timetables for the new school year and keeping timetables up to date throughout the year. Providing information in answer to teachers’ requests regarding classes/pupil numbers/timetables 		
Main duties and responsibilities	<ul style="list-style-type: none"> Support with administering student half termly reports – checking marksheets, setting up templates, chasing up late reports and making sure they are available to parents electronically. Support with administering student half termly reports – checking marksheets, setting up templates, chasing up late reports and making sure they are available to parents electronically. Inputting option choices into our management information system Options module. Assist with building and amending templates in Assessment Manager. Carry out data analysis at each data collection point for the Headteacher. Admin support as required. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. 		
Other requirements and responsibilities	Enhanced Level DBS Required		
Structure chart	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Office Systems, Innovation and Assessment Officer</div> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 20px; margin: 5px auto;"></div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Data Administrator</div> </div>		

Person Specification



Role	Data Administrator	School/Department	Maiden Erlegh School
Grade	Grade 4	Job evaluation code	MES027b
Qualifications, training and education	NVQ level 3 or equivalent		
Experience	<ul style="list-style-type: none"> • Experience in a similar role, preferably in a school. • Knowledge of MIS packages, particularly Curriculum & Assessment Modules 		
Skills and abilities	<ul style="list-style-type: none"> • Excellent Microsoft Office skills, particularly Excel • Excellent analytical skills and ability to accurately manipulate data • Good organisation skills – able to prioritise workload and meet deadlines • Excellent communication skills • Reliability, tact, diplomacy, confidentiality, and sensitivity • A pro-active approach, able to work independently but also as part of a team • A sense of responsibility • A flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others) 		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>Safeguarding responsibilities – ability to treat confidential sensitive information according to clear protocols.</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	