Job Description

Data Administrator

Responsible to: Data Analyst

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

As Data Administrator, you will play a vital role in ensuring the smooth and effective data management of the Academy. You will oversee day-to-day processes, maintain robust internal controls, and provide accurate and timely information to inform monitoring of student progress and decision-making around the support and intervention required. Working closely with the Data Analyst, you will contribute to the strategic and operational success of the school by ensuring data is managed accurately, efficiently and transparently. This is a varied and rewarding role, combining hands-on data administration with opportunities to contribute to wider projects, ensuring best outcomes for our students. The main duties and responsibilities of the role are as follows:

Information Systems & Data

Ensure that key functions are covered including:

- Effective use of the school management information system (Arbor) within the academy – relating to curriculum data including student reports, target setting data, collection of examination data, and assessment data
- Monitor the maintenance of student data held within the academy's information management systems and complete accuracy checks of the relevant sections of the academy census
- Ensure that data held in Assessment Manager, allows Data Analyst to produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Maintain systems for tracking the progress of pupils at each key stage
- Maintain overview of subject specific mark sheets in line with academy policy
- Ensure the year 7 intake's Key Stage 2 is complete, accurate and imported into the system

Administration

Providing clerical support to the school's administrative function including:

- To undertake IT based tasks to support the effective operation of the wider support team.
- To support on the maintenance and operation of the school behaviour and rewards systems
- To provide administrative support for school visits
- To fulfil the role of organising cover of absent staff, in the event of the Principal's P.A. being unavailable.
- To support the maintenance of the academy website
- To provide administrative support to senior staff when arranging primary transition visits

General Support

- Contribute whole-heartedly to the organisation and to other aspects of school life, drawing on your own interests and enthusiasm
- Uphold the School's code of conduct and the values of the Academy
- Maintain good order and discipline amongst students and be active in implementing the school's policies on rewards and sanctions
- Attend staff meetings as required
- Undertake supervisory duties as required
- The Principal reserves the right to ask any member of staff to carry out other such duties as may, from time to time, be reasonably assigned, operating within their conditions of service. The job specification does not allocate a particular amount of time to any of the above responsibilities
- All staff are expected to operate, at all times, within the stated policies and practices of the Academy

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, not every individual task required to be undertaken by the post holder will be identified
- The job description is current as at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: …………………………………………………………

Signed: …………………………………………………………

Date: …………………………………………………………………

Personal Specification

Personal Attributes

- Professional, approachable, and highly organised.
- Open, honest, and proactive with a "can do" attitude.
- Committed to the needs of the pupils, parents, and other stakeholders in order to provide an effective service.
- Adaptable and resilient, with a willingness to learn and embrace change.
- Committed to continuous improvement and personal development, keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges.

Essential Skills & Experience

- Excellent numeracy, attention to detail, and problem-solving skills.
- Proficiency in IT, in particular Microsoft Office, particularly Excel.
- Ability to prioritise, manage deadlines, and work both independently and as part of a team.
- Effective communication skills, both written and verbal.
- Ability to communicate data clearly to other stakeholders.

Desirable Attributes

- Ability to work effectively in a busy environment.
- A knowledge of data systems.

Qualifications

- 5 GCSEs including Science, Maths and English.
- A Level/BTec/Level 3 qualification in Maths subject.