**JOB DESCRIPTION**

Post Title:DATA ADMINISTRATOR

Responsible To: Assistant Headteacher

Grade: BS4 £19,312

Hours: 32.5 hours, 38 weeks + 1 inset + 1 week (exam result days)

**Main Purpose:**

Under the instruction/guidance of senior staff the post holder will provide general data entry and administrative support to the team.

Provide statistical data and reports to the Senior Management Team

Provide assistance to the SIMS manager to produce reports

Take a lead role in the Student Report process, with assistance from other support staff – setting up reporting sessions and templates, picking up data and producing reports;

To provide data and take the lead on the administration of external data sources

Provide assistance with the input of student Data Collection sheets as per agreed schedule.

**Organisation**

* To provide administrative and other support as required under the direction of senior staff

**Administration**

* Provide general data entry and administrative support
* Provide statistical data and reports
* Maintain manual and computerised records/management information systems

**Resources**

* Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, internet)

**General**

* Attend Staff Briefings/Meetings where appropriate
* Participate in training and other learning activities and performance development as required
* Contribute to the overall ethos/work/aims of the school
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Other duties as required in support of the school within the scope of this post.

**PERSON SPECIFICATION**

Post Title:DATA ADMINISTRATOR

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|  | **ESSENTIAL** | **DESIRABLE** |
| Qualification/Training/Competences | NVQ 2 or equivalent qualification or experience in relevant discipline  Good numeracy/literacy skills | Evidence of further training in school-based support  Ability to display high levels of accuracy |
| Relevant Experience | General clerical/administrative  Data entry and production of statistical reports | Previous experience in a school environment |
| Knowledge | Effective use of ICT packages  Use of relevant equipment/ resources  Good keyboard skills | Working knowledge of SISRA, FFT and/or ALPs software  Working knowledge of Assessment Manager  Knowledge of relevant polices/codes of practice & awareness of relevant legislation |
| Skills | Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles & responsibilities and your own position within these  Ability to identify own training & development needs & cooperate with means to address these |  |
| Special Circumstances | Occasional attendance at meetings outside normal hours  Committed to the safeguarding of children and young people |  |