

Job Description

Teachers and Support Staff

Role:	Data Administrator
School:	Beckfoot Oakbank
Salary/Grade:	Band 5 SCP 4-6
Reporting to:	Data Manager

Core Purpose of the Post:

To provide clerical and administrative support to the Data Management team.

- You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
- Will contribute to the overall ethos/work/aims of the Trust.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

This is a school based role that will involve contact with children

Main Duties and responsibilities:

- Work closely with the Data Manager to maintain the data reporting systems (SIMs, SISRA, Alp's).
- Assist in the collection and collation of all relevant student level/progress data generated within the school.
- Ensure that data it is up-to-date and accurate and that all associated lists, reports, mailing data and returns are produced accurately and on time.
- Maintain and update student data in SIMs.
- Co-ordinate the publication/delivery of reports for parents by the due date in the Assessment Calendar.
- Transfer data between software applications, databases and web-based systems as required, maintaining the security and integrity of the data.
- Support the Data Manager with updating Excel reports and dashboards to present data analysis.
- Respond flexibly, as appropriate, to the needs of the school.
- Undertake word processing or alternative IT based tasks.
- Where appropriate, analyse and present data to a format specified by staff.
- Attend and participate in relevant meetings as required.
- Participate in training and performance development as required.

Supervision and range of decision making:

- Under the instruction/guidance of senior staff
- To make decisions within established working practices and procedures
- The post holder will be expected to use good common sense and initiative in all matters relating to:
 - o Conduct, behaviour and Health & Safety of individuals including students
 - o Safety, mobility and wellbeing of students
 - o Required to use good common sense and initiative in all matters relating to the duties of the post

Communications and working with others:

- To communicate with staff and students at all levels. To respond and communicate with parents/carers and external agencies etc. following the policies and ethos of the school and Trust
- To work alongside pastoral departments supporting the school Climate for Learning strategy.
- To work alongside Teaching staff to support the school Teaching and Learning strategy

Resources:	
<ul style="list-style-type: none"> • Operate relevant equipment/ICT packages (e.g. word, excel, internet, SIMs) • Maintain and secure storage of files and supplies, cataloguing and distributing as required. • General responsibility for the care of all equipment's within the designated area of the school. • Provide general advice and guidance to staff, students and others. 	
Professional development:	
<ul style="list-style-type: none"> • To participate in training opportunities and professional development as required. 	
Other Considerations:	
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-Ordinator or the Headteacher. • To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. • Accept and commit to the principles underlying the Schools Equal Rights policies and practices. • Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Must be legally entitled to work in the UK. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> • Express themselves fluently and spontaneously at length effortlessly. • Explain difficult concepts simply without hindering the natural smooth flow of language. • Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	November 2021

Person Specification
Teachers and Support Staff

Role:	Data Administrator	
	Essential Requirements	How Identified
Qualifications	GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 NVQ2 (or equivalent) in a relevant discipline or knowledge and experience demonstrating ability at this level.	Application
Experience	Experience of general clerical /administrative work including telephony. Experience of working in a close knit team. Experience of using Microsoft applications particularly Excel	Application References Interview
Training	Awareness of Multi Academy Trusts	Application Interview
Knowledge, Skills and Ability	Appropriate knowledge of first aid (training will be given) Effective use of ICT packages good keyboard skills. Experience of school data systems would be advantageous e.g SIMs, FFT Aspire, ALPS and SISRA Competent use of relevant administrative equipment/resources e.g. photocopier, Scanner. Knowledge of relevant policies/codes of practice. Ability to relate well to children and adults. Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these. Ability to identify own learning and development needs and cooperate with means to address these. To be responsible for promoting and safeguarding the welfare of children and young people within the school. Maintain confidentiality at all times. Able to see problems as challenges, meet deadlines and adapt to new situations. Health & Safety knowledge	Application Interview
Personal Circumstances	Must have the ability to be flexible and work to the requirements of a busy school.	Application Interview
Disposition and Attitude	Resilient and energetic with a good sense of humour. Look smart and professional. To like young people and be liked by them Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire to develop.	Application Interview References
Physical	Excellent attendance and punctuality.	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview