

Job Description



Job title: Data Administrator
Reports to: Office Manager
Location: Snowfields Academy

Job Purpose

To prepare reports using a wide range of data sources to inform the Leadership Team in all aspects of school data, and to manage and maintain up to date information on the academy databases. To provide appropriate technical support to staff in using the software and interpreting information.

Key Responsibilities

Local Data Officer

- To be the Local Data Officer for the academy, carrying out software requests
- Respond to all Freedom of Information requests and Subject Access Requests

Student Data Management

- To manage the academy's Management Information System
- To complete all statutory data returns, which will include the School Census
- To ensure that relevant data is transferred to the academy's Management Information System as required
- Analyse student data, distribute colour bands and collect pupil progress reports for the SLT via Pupil Asset
- To manage the efficient transfer of data in readiness for the beginning of each new academic year
- To calculate and input student targets onto the academy's Management Information System on an annual basis and on an ad-hoc basis when new students join the academy throughout the academic year
- To manage all analytical systems e.g. Bromcom

Tracking and Analysis

- To develop and produce general reports, including data analysis and manipulation as requested by the Academy Leadership Team
- To troubleshoot data and issues relating to the Management Information System, escalating any unresolvable issues to IT Services or Bromcom
- To oversee the production of student progress and full written reports
- To maintain the accuracy of data held on the Parent Pay system in conjunction with the Finance Team
- To train relevant staff on the use of the MIS and other data management systems
- To provide data to academy partners, including LAT, when required
- To produce reports from the academy's Management Information System, as requested
- To support with appropriate data-related tasks when required
- To be responsible for the analysis of examination results

- To manage the production and development of The Leigh's modular assessment analysis, including ensuring the readiness of data

General

Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment.

It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.