



## THE JOHN OF GAUNT SCHOOL

*"Excellence Every Day"*

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially. We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

**Job Title:** Data Administrator  
**Grade:** E  
**Immediate Line Manager:** MIS and Examinations Manager

### MAIN JOB PURPOSE

- To support the effective operations in the school through ensuring that student data is effectively recorded and reported using a variety of data systems and software.
- The postholder will be expected to work 25 hours per week, 41 weeks per year - term time including training days, plus an additional 2 weeks to be worked as agreed with your line manager, usually in the Summer holiday.

### KEY TASKS

Full training will be given on our specific school systems. The postholder will work as part of the Examinations and Data Team.

- Assisting with the provision and administration of assessment data in relation to students from years 7-13, including creating tracking reports and templates in line with agreed timescales, returning data breakdowns when requested, transferring data between different school systems and setting up and maintaining the platforms used to store and analyse data (eg SISRA, ALPS, Smartgrade, Arbor).
- Writing, running and sending out accurate reports in Arbor in relation to student data, as required.
- Updating student details (e.g. starters, leavers, contact information), ensuring all relevant data is collected as required, and student destinations are up to date, within required timescales. Processing new student data forms, both for the new intakes for years 7 and 12 each year and the in-year admissions.
- Assisting with assigning students to their classes on Arbor in line with requirements of the school timetable, particularly where changes are made during the school year.

- Helping to ensure relevant back-office functionality of additional school systems is operational and up to date to support cross-school use (e.g School Cloud/SISRA Analytics, Class Charts).
- Assisting with the administration of Parents' Evenings (for example, helping parents to book appointments, amending staff availability).
- Assisting with GDPR administration as part of the Data Protection Team if required. Tasks will include things such as researching and helping to complete DPIAs (Data Protection Impact Assessments), assisting with collating and preparing SARs (Subject Access Requests) and FOI (Freedom of Information) requests, and updating and maintaining records.
- Uploading student photographs into Arbor annually.
- Providing relief cover for the Cover Co-ordinator in case of absence to ensure all lessons are suitably covered at all times. This will involve spending some mornings with the Cover Co-ordinator to remain familiar with the current cover requirements.

#### **GENERAL REQUIREMENTS**

- To maintain confidentiality and integrity at all times.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- To hold enhanced DBS clearance with Children's Barred List checks.

#### **OTHER DUTIES**

The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.

May 2026