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| **Job Title:** | Data Administrator |
| **Responsible to:** | HR Manager |
| **Terms and Conditions:** | Scale C  15-20 hours per week  All year round  Temporary Post  End date 31.08.2023 |

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| **Our Vision** |
| Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society. |

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| **Our Qualities** |
| Every member of our team is expected to demonstrate the ability to:   * Develop positive relationships with all children and adults * Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others * Be curious around the reasons behind others’ behaviours, accepting all feelings and beliefs * Understand others’ emotions and thoughts and feel a natural desire to support * Have the courage to reflect, make changes and be keen to learn |

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| **Core Purpose** |
| Responsible for the accurate input of data the Data Administrator works in collaboration with teams within the Central Services Office and on occasion staff across all Trust schools. |
| **Key Areas of Responsibility** |
| * Reviewing and cleansing of data * Accurate data entry * Locate and chase up missing data * Compliance with GDPR, ensuring the confidential and secure storage of data * Administrative duties such as filing * Ability to retrieve data and generate reports * Prioritisation of projects * Transfer of paper records to a digital filing system * Creation and maintenance of spreadsheets * Generate comprehensive reports |

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| **Safeguarding** |
| Respect confidential issues and keep confidence as appropriate.  To keep up to date with the Trust and school procedures for safeguarding and child protection, reporting any concerns to senior designated person. |

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| **Health and Safety** |
| 1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may  be affected by your actions or inactions.  2. Co-operate with the employer on all issues to do with Health, Safety & Welfare. |

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| **Continuing Professional Development** |
| In conjunction with the line manager, take responsibility for personal professional development keeping up-to-date with developments, which may lead to improvements in the day-to-day running of the Trust.  Undertake any necessary professional development as identified in the Trust Development Plan, taking full advantage of any relevant training and development available. |

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 role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Personal Attributes** | * Relational * Self-aware * Curious * Accepting * Empathetic * Reflective |  |
| **Qualifications** | * GCSE and A level |  |
| **Experience** | * Data entry * Projects * Experience with MS Office and data programs * Experience of using office equipment, such as photocopier and scanner |  |
| **Skills/Knowledge** | * Skilled typist * Attention to detail * Critical thinker and problem solver * Effective communication skills * Analytic |  |
| **Other** |  |  |