

**SUPPORT STAFF**  
**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Data Administrator
<b>CONTRACTED HOURS</b>	37 hours per week, 39 weeks per year (There may be a need to work flexibly to meet the needs of the operation involving some evenings on occasion)
<b>LOCATION</b>	Unity Schools Partnership - Haverhill
<b>GRADE / SCALE POINT – SALARY</b>	Grade 4 / Point 9 – 12
<b>REPORTING TO</b>	Data Manager

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

To act as administrative support to the Data Manager. Where capacity allows, carry out administrative support for other senior, Central Team staff.

**KEY TASKS AND RESPONSIBILITIES**

**Data Admin support:**

- Provide admin support to the Data Manager, including collecting and collating data ready for use in other systems and use Excel to process school and pupil data.
- Deal with enquiries and communicate / liaise with a range of individuals, schools and organisations.
- Liaise with the Data Manager daily regarding the events of the day and follow up resultant actions.
- Act as first point of contact 'gate-keeper' with regard to telephone calls and emails. Deal with routine matters as agreed, pass on other information, flagging up priority items for the Data Manager's attention as appropriate
- Take minutes at meetings as required.

**Administration**

- Generate and produce correspondence as requested by the Data Manager.
- Maintain the Data Manager's filing system.

- Action routine matters and pass on other items as appropriate, flagging up priority matters for attention.
- Ensure all documentation is kept up to date and maintain a record of review/report dates.
- All other administrative tasks as required.

#### **Other Administration**

- Support and work with other Senior, Central Trust Staff when time permits including:
- Issuing vouchers for FSM and other schemes as they arise
- Maintain accurate recording and updating information using both manual and computerised records.

#### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Data Manager, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

#### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Data Manager or the Central Executive Team.

**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIREABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>	<ul style="list-style-type: none"> <li>• Experience in using Microsoft Excel to an intermediate level including using formulas and functions.</li> <li>• Experience of administrative work in a busy office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school data</li> <li>• Shorthand / speed writing / or use of computer to take minutes of meetings</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>• Secondary education up to GCSE level or equivalent</li> <li>• Demonstrable expertise in a range of relevant office procedures.</li> <li>• Ability to set out letters / documents and to use grammar correctly.</li> <li>• High level computer literacy.</li> <li>• Able to accurately maintain records and produce reports in required format.</li> </ul>	
<b>Organisational</b>		<ul style="list-style-type: none"> <li>• Knowledge of basic health &amp; safety responsibilities and safeguarding procedures.</li> </ul>
<b>Equipment / materials</b>	<ul style="list-style-type: none"> <li>• High level, accurate keyboard skills.</li> <li>• Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers.</li> </ul>	
<b>Research</b>	<ul style="list-style-type: none"> <li>• Able to use the internet effectively for routine research.</li> <li>• Ability to collate and interpret statistical information.</li> </ul>	
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Ability to resolve a range of day-to-day problems, using own initiative.</li> <li>• Know when it is appropriate to refer upwards</li> <li>• Experience of change management</li> </ul>	

<b>Planning</b>	<ul style="list-style-type: none"> <li>• Organised and methodical approach to admin tasks</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Excellent attention to detail</li> </ul>	
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>• Tact and diplomacy second nature</li> <li>• Ability to remain calm under pressure</li> <li>• Articulate with a good grasp of the English language</li> <li>• Understanding of the necessity and ability to maintain absolutely confidentiality</li> <li>• Pleasant and helpful telephone and face-to-face manner</li> <li>• Patience and tolerance when dealing with parents /pupils who may be upset or appear unreasonable.</li> <li>• Ability to function effectively as part of a team</li> <li>• Commitment to safeguarding and equality</li> <li>• Effective communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understand GDPR compliance</li> </ul>
<b>Level of Autonomy</b>	<ul style="list-style-type: none"> <li>• Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time.</li> </ul>	