JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Data & Examinations Administrator	**Location**	Caister Academy
Salary	Scale D, points 5-6 £25.583 - £25,989 (FTE), actual £9,149 - £9,294	**Hours**	15 hours, 40 weeks. 8:00 – 16:00, 2 days per week
Department	Support Staff	**Reports To**	Data & Examinations Manager

JOB PURPOSE:

To provide high quality and efficient administration to the Academy that exemplifies the Academy's core values of Ambition, Opportunity, Character, and Community.

KEY RESPONSIBILITIES AND DUTIES:

Data Administrator

- To accurately process pupil data on the academy's MIS system, including the annual pupil data checking.
- To accurately input new in year Admissions details onto the MIS system.
- Create and receive CTF files to/from other schools/academies.
- To liaise with all stakeholders about their data requirements.
- To work with the Data & Examinations Manager and Assessment to generate and populate relevant reports through Arbor.
- To schedule and check completion of reports using Arbor.
- To produce data reports for various stakeholders accurately and efficiently.
- To support the Data & Examinations Manager to produce the students' timetables and sets, and keep updated within the academic year.
- Produce and distribute pupil's timetables.
- Maintain/update parental contact details on Arbor.
- Enter targets for pupils onto Arbor.
- Data input/export (including GL Assessment and SmartGrade results, and FFT student information onto Arbor as required).
- Creating Pupil's Unique Learner Numbers (ULNs).
- Create pupil examination resources and timetables.
- To support in the production and submission of the 3 annual school pupil census returns.
- To provide a high standard of word processing and clerical support to the academy, its teachers, and pupils by working flexibly with other administrative staff, ensure that duties are carried out efficiently and effectively.

Examinations Administration

- To support the examinations officer in the effective running of examinations.

Additional Responsibilities

- Maintain a prominent visible presence within the academy on a daily basis.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.

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- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
    - Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - Showing tolerance of and respect for the rights of others,
    - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
    - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
  - Maintain high standards of personal attendance, presentation, and punctuality.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Recognise, reward, praise, and promote student success wherever possible.
- Ensure equality for all students by consistently upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform, etc.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

Variation in Role

- Undertake other duties;
  - Commensurate to the post holder's abilities, position, and grade as requested by the Principal or line manager,
  - Of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, considering individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• GCSE English and Maths, minimum Grade 4 or equivalent.	• Evidence of continuing professional development.

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EXPERIENCE	• Experience in the use of MIS systems. • Experience in the administration of data with a track record of accuracy and efficiency. • Experience in the creation of data reports for stakeholders.	• Experience of data administration in an education setting. • Experience of using FFT Aspire for target setting. • Experience of using Arbor, SmartGrade, or other educational MIS systems.
KNOWLEDGE AND UNDERSTANDING	• Awareness and commitment to safeguarding and promoting the welfare of children. • Knowledge of academic data, including grading systems.	
SKILLS AND PERSONAL ATTRIBUTES	• Good ICT, oral, and written communication skills. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive. • Professionalism. • Willingness to reflect upon own experiences in a critical and constructive manner. • Ability to work methodically and good attention to detail.	• Willingness to develop own understanding and capability through advice and training.
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.