

Job Description

Post: Data Administrator

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Process all aspects of student data including assessment information as directed.
- Work to the principal's vision for all aspects of progress data, including assessment records; behaviour and attendance tracking; and reporting to parents.
- Accurately manage, maintain and analyse academy data.
- Prepare clear and accurate student data for a wide variety of stakeholders using SIMS, 4Matrix and spreadsheets as appropriate.
- Assist the preparation and successful completion of data day each cycle.
- Liaise with heads of department / faculty in producing subject specific data.
- Provide support and training for staff in relation to data management and analysis.
- Co-ordinate and help lead all in-year testing e.g. CATs.
- Oversee the production of reports for parents in line with the calendar and produce achievement data to support calendared meetings with parents.
- Support the timetabling process and, where necessary, in-year changes and the production of student timetables for in-year starters.
- Work with the Admissions Officer to oversee the receipt of all aspects of data, particularly new intake data as well as ensuring in-year starters are processed quickly and efficiently.
- Work alongside colleagues to complete all school censuses as required by the DfE.
- Ensure the academy is fully compliant and efficiently manages all aspects of data sources.
- Work to the direction of the trust in ensuring the academy is GDPR compliant.
- Maintain operating systems such as SIMS and 4Matrix and ensure records are accurate and up to date.
- Work with other data administrators / managers across the trust and keep up to date with the latest research and development.
- Maintain the utmost discretion and confidentiality.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.