

Job Description

Post: Data Administrator

Purpose

To challenge educational and social disadvantage by providing an efficient data administration service in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Process all aspects of student data including assessment information as directed.
- Work to the Principal's vision for all aspects of personal, pastoral and progress data, including assessment records and reporting to parents.
- Prepare clear and accurate student data for a wide variety of stakeholders (e.g. Executive, Local Governing Body, SLT, Ofsted) using Bromcom, ALPS and spreadsheets as appropriate.
- Assist with the production of reports for parents in line with the calendar.
- Support the timetabling process and, where necessary, in-year changes and the production of student timetables including setting up and managing support groups.
- Support the enrolment process as directed by the Data and Exams Manager, including communication with applicants and parents.
- Work alongside the Exams Officer to assist in all aspects of running external and internal exams according to the strict rules and regulations of JCQ and/or the exam boards.
- Work alongside the MIS Manager to manage the process of providing access to the parent portal, and effective communication with parents with regard to this.
- Work alongside colleagues to complete all compulsory returns 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 MIS operating systems 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 the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and academy calendars.
- Consistently implement all Trust policies; 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.