Data Administrator (Grade 4)

| Salary / grade range | Grade 4 (NJC 9 - 17) |
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| Location | Co-op Academy Failsworth |
| Reports to | Exams Leader |
| Hours of Duty | Term time only + 5 additional Days (to be worked on Inset Days / evenings)Full Time hours - 36 hrs 40 mins per week (36.667)8.00am – 3.50pm Monday – Friday (½ hour unpaid lunch break) |

| Purpose of role: To provide data handling and administrative support to the Headteacher/Senior Management/Teaching Staff. To review, organise and manage the schools computerised pupil data records and systems ensuring that information is up to date, accurate and maintained to a high standard. Produce analytical reports relating to a number of pupil related topics, progress and attainment (including pupil progress), attendance, admission & withdrawal, student registers, school transition data and general contextual pupils data. Act as a key link in communication between school, staff and parents. |
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| Key accountabilities (and specific duties / responsibilities):**Data Management*** Manage the assessment process from beginning to the end for all years, which involves creating electrical marksheets to record assessments from teachers, advising them of timescales and deadlines. To use Excel and formulas to help further analyse data for the Senior Leadership Team, Directors of Learning and subject leaders.
* To work with the Data Manager and ensure Pupil Premium lists are maintained. To update the Deputy Headteacher of changes.
* To analyse SISRA observe when required.
* To work with the Deputy Headteacher and ensure that P6 rotations are completed within the cycles.
* To assist preparation of school reports after each PR window and ensure that all reports are collated and printed ready for dispatch.
* To work with the Data team and resolve any MIS queries.
* To support in the running of SIMS and SIMS8 launch, incorporating the use and functionality of SIMs into the current school process, this includes new innovative issues related to our MIS.
* To prepare behaviour climate data for Associate Assistant Headteachers when required.
* To support Exams Officer during peak examination periods.
* To undertake specific and detailed analysis of data and to produce reports as required, such as the collation and import of KS2 data in order that school targets can be generated. Accuracy and timeliness are key in order to ensure that teachers and pupils have accurate up to date information.
* Responsibility for SIM’s assessment template for year 7 & 8. Support the printing of progress review reports in accordance with the assessment and reporting calendar. Reporting where missing data is to KS3/KS4 co-ordinators to ensure data is recorded against every pupil.
* To be responsible for the maintenance and collation of registers, ensuring pupils are on the right register for the classes they are taking and pupil reports are correct, including PLASC data and other information that is routinely required by the school, Oldham Council, the Department for Education and other government agencies.
* To maintain manual and computerised filing systems, including pupil related documents/records, and information relating to dedicated area of support, and to ensure data can be efficiently retrieved when required.
* Working in collaboration with the Deputy Headteacher, responsible for the creation of whole school timetables on Nova T6 for staff and pupils.
* To respond in a timely and efficient way to government, local authority and governors requests for information.
* To oversee the collation of baseline data and internal data and ensure that all data is available to staff to inform teaching and planning.
* To ensure that the school system uses UPN to enable sets of data for individual pupils to be matched at different key stages and to store personal information such as gender, ethnicity, date of birth, free meals etc.

**Administration*** To provide dedicated administrative support for a specific whole school administrative process with outcomes, e.g. Admission and Withdrawals, School Appeals, data returns and adhere to specified procedures, keeping knowledge up to date with changes, and making appropriate amendments as required.
* To undertake word processing including letters, reports and schedules, and work which utilises other ICT packages, such as databases, spreadsheets, formatting presentations or research on the intranet.
* To organise and facilitate meetings, year 6 transitions or other school events, such as meetings with parents/carers re option choices, staff meetings, school committees and undertake other related tasks including producing agendas, collating papers etc.
* To organise and make arrangements for the options of year 8 and 9. To keep accurate records in order for the Deputy Head Teacher to compile staffing requirements/adjustments. To make arrangements to inform parents and pupils of options chosen and any subsequent changes.
* To support projects and programmes specific to the school, e.g. school based placements and off site provision when needed.

**Reception & Customer Services** * Welcome invigilators to the school, ensuring health, safety and safeguarding procedures are followed, such as the signing in/out of a register, issuing badges/passes or escorting as required.
* To respond to queries from pupils, parent/carers, staff and external organisations, regarding admissions process, option choices and changes as well as examination bodies.

**General Clerical*** To provide and organise general clerical support, e.g. photocopying, filing, faxing, emailing, completing forms, dealing with mail and responding to routine and complex correspondence

**Pupil Welfare*** To undertake pupil welfare duties, looking after sick pupils and administering basic first aid as necessary, and liaising with parents/staff in accordance with School procedures. The role could include administering first aid to other members of staff.
* All support staff take an active role in the care and guidance of pupils and the post holder will be expected to fulfil the role of assistant to the Lead Form Tutor.
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| Standard Duties:* To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
* To uphold and promote the values and the ethos of the school.
* To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
* To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
* To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school.
* To attend and participate in relevant meetings as appropriate.
* To undertake any other additional duties commensurate with the grade of the post.
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| Personal Attributes Required (based on job description): |
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| Attributes | All attributes are essential, unless indicated below as ‘desirable (D)’ | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications* NVQ level 3 in Business Administration, or equivalent
* Willingness to work towards NVQ level 4 in Business Administration
* Willingness to obtain basic first aid certificate
* NVQ level 4 in Business Administration
* First Aid Certificate
 | DD | AA / IA / IA / IA / I |
| Experience* Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information.
* Experience of school information management software.
* Experience of reporting to external agencies, meeting deadlines and working under pressure.
* Developing and adapting management information for non-specialist audiences.
* Experience of undertaking a wide range of office based administration and clerical tasks.
* Experience of undertaking reception duties and providing high levels of customer care
* Experience of team-working to work effectively with others and meet deadlines and goals
* Experience of following instructions, procedures and policies
* Experience of working within a school in an administrative/business support capacity
 | D | A / IA / IA / IA / IA / IA / IA / IA / IA / I |
| Skills, Ability, Knowledge* Communication skills to give detailed and complicated advice to others both spoken and in writing.
* Analytical skills to investigate problems and information, drawing conclusions and making recommendations for action.
* Initiative to respond to unexpected problems and to work without direct supervision.
* Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary
* Ability to instruct others, delegate tasks and check the work of others for completion to deadlines and quality standards
* Knowledge of all aspects of school data.
* Knowledge of analysing, evaluating and producing reports on progress towards targets.
* Understanding of the type of activities which take place within the school office and an appreciation of the administration needed to give effective support for the school
* Understanding of data protection and the need to keep information confidential
* Understanding why safeguarding is important when working with children and young people
 |  | A / IA / IA / IA / IA / IA / IA / IA / IA / IA / I |
| Personal Qualities* Commitment to personal development
* Be prepared to work flexibly at all times and occasionally outside office hours
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

|  | DATE | NAME | POST TITLE |
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| PREPARED | Mar 2014 | Jim Ryan | Director of Support Services |
| REVIEWED | Mar 2018 | Jim Ryan | Senior Director of Business & HR |
| REVIEWED |  |  |  |