

Job description

Job title: Data Administrator
Job ref: XS 9.11
School:
Grade: Dorset Grade 3
Reports to: Data Manager / Support Services Manager

Main job purpose

To provide efficient administrative support in relation to data management, to ensure compliance with LA and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main responsibilities and duties

1. To collect, collate and input all data throughout the School including student data, assessment, and examination performance.
2. Input of data onto all MIS modules and other school databases including:
 - Pupil Personal and Medical details module
 - Attendance module
 - Assessment module
 - Reporting module
 - Lesson attendance module
 - Examination module
 - Timetable module
 - AEN module
3. To assist in the analysis of data and compilation of reports for staff and senior management of the School/Governors/LA as required.
4. To assist in the preparation of statutory and non-statutory returns and end of year procedures for a range of external bodies.
5. Update the school website or staff pages in relation to data management.
6. To assist in the compilation and completion of Government on-line surveys.
7. Any other reasonable tasks as are required from time to time at the discretion of the Data Manager/Support Services Manager.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

The postholder must be numerate, computer literate with relevant data administration experience.

To be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Knowledge of MIS modules and databases including SIMS/Nova and Excel would be an advantage.

Supervision & management

The postholder will often be required to work without direct supervision. Supervision and guidance will be present where necessary.



Problem solving and creativity

To deal with changing and conflicting work deadlines under the guidance of the Data Manager /Support Services Manager.

Key contacts & relationships

Close contact with all levels of staff within the school and external bodies in the use and analysis of data.

Decision making

Work to deadlines and prioritisation of workload

Under the direction of the Data Manager/Support Services Manager, to ensure the appropriate and adequate backup and security of computerised data records.

Resources

Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)

Working environment

Office based post.

Subject to substantial and frequent periods of computer input and data manipulation.

Occasionally processing heavy loads of incoming/outgoing mail.

Approval			
Prepared by	Chris Matthews	Date	June 2006
Designation	Pay and Reward Manager		

