



DATA ADMINISTRATOR: JOB DESCRIPTION and RESPONSIBILITIES OF THE POST

26,845 - £28,271 FTE

37 hours per week – term time only plus 10 additional days

Actual salary of £23,272 - £24,595 less than 5 years continuous service

£23,787 - £25,139 more than 5 years continuous service

Accountable to: Deputy Headteacher (Curriculum)

Job Role:

To provide strategic and operational management of the school's Information Management System (SIMS) and data handling. To oversee, support and develop the use of data across the school. To produce data after each monitoring cycle and feedback to the Leadership Team to inform strategic plans.

SIMS:

- Maintain systems and procedures for updating and reporting on pupil and staff information in SIMS, and supporting all staff that access and interrogate data.
- Ensure all staff have appropriate access to the information management system.
- Support completion of the school census as well as other statistical government returns.
- Prepare and publish SIMS user guides, coordinate and monitor training needs for staff.
- Support the interfacing of SIMS with other data management systems, including third party provider products e.g. Parentmail, SISRA, FFT.
- Support the administration of the cover diary.

Assessment and reports:

- Administer the production of interim and summative reports as required by the reporting cycle, under the direction of the Senior Leadership Team.
- Develop and provide pupil performance data for analysis.
- Manage the creation and maintenance of grade sets, mark sheets and report templates.
- Set up and maintain pupil report, monitoring and tracking systems.
- Create and issue internal reports to the Senior Leadership Team and Heads of Department.
- Manipulate KS2 data to support the academic transition process.
- Produce summaries of data to support the school's self-evaluation systems.
- Maintain target setting procedures/systems through data handling and manipulation and reporting/outputting of data and results.
- Collect and collate pupil target grades.

- Work with Heads of Department to develop and set up tracking systems at Department level as needed.
- Prepare student data entered in SIMS for import into SISRA (data analysis tool), check the reliability of the data, and produce summaries of results.
- Design and produce staffing reports and summaries from SIMS as required.

Other responsibilities:

- Support the school examination officer during key periods of examinations and internal assessments.
- Undertake any other additional duties that can reasonably be requested in line with the overall grading and purpose of the job.
- From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied within it.
- Ensure all duties and responsibilities are discharged in accordance with the trust's health and safety at work policy.
- Liaise with designated SLT members responsible for examinations, curriculum and assessment.
- To carry out any other duties not specified above, but which are within the purview and general nature of the post, including general office duties, and in agreement with the postholder.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.

This job description is subject to regular review which can be initiated by either the postholder or the Executive Business Manager and which in any case will be reviewed annually.

Reviewed November 2022