

JOB DESCRIPTION

Post Title: Data Administrator

Salary: Band E (£23,712 – £25,443 actual) pay award pending

Hours: 36 per week, 7 hours and 12 minutes a day, term time plus 3 weeks (41 weeks). Lunch to be on an arranged basis.

Responsible to: Data Manager

Responsible for: Administration and maintenance of the school's information management system (currently SIMS). Ensuring accuracy and efficient operation of school based systems. Collation of accurate and timely distribution of data to the SLT and other staff, as required. General support for the administrative systems of the school as directed by the Data Manager, School Business Manager or SLT, this includes support for the smooth operation of examinations and the systems that sit behind them.

Pensby High School is a mixed 11-16 school, situated on the Wirral. The local authority continues with a tested grammar school system and Pensby High School, whilst operating along comprehensive lines, is a non-selective school.

The core function of the post is to support the Data Manager in all aspects of their work. Keeping accurate and comprehensive records of actions and change, particularly around areas such as admissions, examinations or changes to SIMS.

You will support your admin colleagues and work in a collegiate manner, that from time to time, will require you to support colleagues from different areas of the admin team.

You will support the ethos and culture of the school undertaking lunchtime and after school activities with students as directed and required.

It is expected that the postholder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

Key responsibilities:

- To be responsible for the production and maintenance of SIMS data to produce tracking and targets for individual, groups and whole school use
- To support the smooth running of both internal and external examinations as required by the Data Manager or senior leaders
- Administration of year 7 intake admissions, in year transfers in/out and yr11 leavers
- Administer and follow procedure for dual registered pupils
- Process and update free school meal data and pupil premium data
- Process pupil and parent questionnaires and parents evening attendance
- Ensure other data is acted upon and processed accordingly e.g. PULSE, CME, Moving Abroad, Exclusions, CTFs, personal data changes.
- To be responsible for the maintenance of the school's assessment and reporting systems to include the production of pupil reports. Including aspects such as setting, amending and reviewing mark sheets and data checking for applicable years as instructed

- Collect and process data in Assessment Manager including exam entries and results
- Product spreadsheets in Assessment Manager for the review of targets as required
- Create new reporting sessions in SISRA for new Year 7 pupils and produce spreadsheets/data for Subject Leaders/Heads of Department as required and assist in setting targets for students.
- To prepare and process reports and data as required for parents and staff
- Follow up missing staff entries in Assessment Manager and report any issues to the Data Manager
- To assist with downloading & uploading applicable data from/to DofE data checking into SIMS & SISRA and vice versa
- Uploading & Processing data on SISRA as required including KS3 & 4 monitoring data
- Produce Monitoring summary sheets for parents' evenings and report writing
- Complete Deputy Headteacher's 'Subject Monitoring' spreadsheets with internal monitoring and exam result data from SISRA
- Manage the preparation and submission of reports and data for external agencies including the School Census
- Provide classchart logins as required
- To support the teaching staff, including inset, in the use of the above systems and the information produced
- Provide data as requested to the LA, Governors, SLT and Teaching staff
- Attend and participate in meetings as scheduled
- Keep up to date with software developments and legislation applicable to this role
- To provide cover as requested for other support staff to cover holiday and absence
- Any other ad hoc duties as requested by your Line Manager or SLT, on a temporary or permanent basis.

General and Wider life of the school:

- To provide general administration support to including filing, faxing, word processing and routine correspondence such as Scopay Letters and parents evening
- If required, to support the administration of school trips as allocated, including outstanding payments, passport information, permission slips
- To accurately and efficiently use the school computer systems as instructed including use of MS office packages and bespoke school systems such as Evolve & SIMS
- To provide reception and telephonen cover and associated duties, as required and to ensure that calls are answered efficiently with calls directed or messages taken and relayed in a timely manner
- Visitors to be greeted, signed in and provided with a visitor's badge, as per procedure
- Adhere to all school policies and procedures as instructed such as H&S, GDPR, HR policies, examinations and admissions.
- To take responsibility for keeping up to date with all school policies and procedures including safeguarding with regard to the protection of children and young people

- To demonstrate at all times, a commitment to the protection, well-being and safeguarding of all within our community
- Work with Line Manager to manage own professional development, including performance appraisal and identifying and meeting training needs in order to ensure competence and compliance. Carry out all identified training opportunities.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

Person Specification: Data Administrator

E: Essential

D: Desirable

Demonstrated by:

A - Application process I - Interview process

Experience:	E/D	A/I
Experience in a similar role involving Data Analysis and Systems Administration	E	A/I
Experience within the Educational Sector	D	I
Experience of working with Children	D	A/I
Qualifications and Training:		
Minimum GCSE Maths & English Grade 4 or Higher (C or Higher) or equivalent examinations	E	A
A Level or Level 3 or above qualification (or equivalent) in a relevant field	D	A
Knowledge:		
Working knowledge of Data Security and Associated Legislation	E	A/I
Basic knowledge of GDPR and Associated Legislation	E	I
Basic Knowledge School Based IT Systems & Processing	E	I
Working Knowledge of school based information management systems	D	I
Aptitudes:		
Good level of Numeracy & Literacy	E	I
Intermediate on MS Excel including the ability to export, manipulate and analyse data	E	A/I
Minimum basic level on Other MS Packages, Outlook & Word	E	I
Advanced keyboard skills, min 35wpm	E	I
Database Programs and Systems administration	E	I
SIMs and Associated modules	D	I
Willingness to contribute to the wider life of the school	D	I
Values:		
Motivated to work autonomously and organise personal workload	E	A/I
Commitment to own Professional Development	E	A/I
Ability to work well under pressure	E	A/I
Problem Solving	E	A/I
Reliable and committed to role and school	E	A/I
Willingness to go the extra mile/be flexible in approach	E	A/I
Honest & Trustworthy	E	A/I
Excellent Team Player	E	A/I
Assertive with the ability to communicate at all levels of the business	E	A/I
Strategic decision making	E	A/I
Organised with good attention to detail	E	A/I
Safeguarding and welfare of the school community:		
The ability to maintain appropriate relationships with all members of the school community	E	A/I
The ability to manage student and colleagues' behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I