

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

JOB DESCRIPTION

JOB TITLE:	DATA ADMINISTRATOR
JOB HOLDER:	
LOCATION:	CHASE TERRACE TECHNOLOGY COLLEGE, BURNTWOOD, WS7 2DB.
LINE MANAGER:	ASSISTANT HEADTEACHER
JOB GRADE:	SCALE 3
HOURS OF WORK:	12 (39.2 WEEKS) 09:30 – 13:30, Monday, Wednesday and Friday.

STATEMENT OF PURPOSE

The post holder will support the Assistant Headteacher in the management of data for the school, including, but not exclusively assessment data.

MAIN DUTIES AND RESPONSIBILITIES

Support for Data Management:

- ❖ To make relevant information available to stakeholders at the appropriate time e.g. parents, students, teachers, LEA, DCSF and other external agencies.
- ❖ To support the Assistant Headteacher, in ensuring that data is input in a consistent and accurate manner, onto all data systems.
- ❖ To assist with analysis of data and production of reports for the Senior Leadership Team (SLT).
- ❖ To assist with the student reporting system to ensure that reports are delivered on time.
- ❖ To assist with the organisation of the student assessment and reporting cycle.
- ❖ To assist with the organisation and tracking of the student intervention programme.
- ❖ To maintain staff and student records on SIMS, including the importing of photographs.
- ❖ To ensure that pupil premium records are kept up to date.
- ❖ To support the Assistant Headteacher, behaviour and attendance, in inputting missing marks.

Support the Data Team:

- ❖ To provide some routine clerical and administrative support e.g. photocopying, filing, faxing, emailing, completing routine forms and responding to routine correspondence.
- ❖ To maintain manual and computerised records and management information systems.
- ❖ To produce lists and information and data as required.
- ❖ To undertake more complex typing, word-processing and other IT-based tasks, e.g. assisting in the preparation of reports and circulars.
- ❖ To undertake routine administrative procedures.
- ❖ To maintain and collate student reports.
- ❖ To operate relevant equipment and computer applications, e.g. Word, Excel, databases, spreadsheets, Internet.

School support:

- ❖ To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
 - ❖ To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - ❖ To be aware of, support and ensure equal opportunities for all.
 - ❖ To contribute to the overall ethos/work/aims of the school.
 - ❖ To establish constructive relationships and communicate with other agencies/professionals.
 - ❖ To attend and participate in regular meetings.
-

- ❖ To participate in training and other learning activities and performance development as required.
- ❖ To recognise own strengths and areas of expertise, using these to advise and support others.
- ❖ To assist with student needs as appropriate, during the school day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)
