

Job Title:	Data Services Administrator
Reports to:	Information Services Officer
Line Management of:	None
Salary Grade:	TD10 – TD14
Hours:	37 Hours 46 weeks per annum (term time plus 2 weeks)

Core Purpose

To support the production and analysis of accurate and timely data across the Academy.

Key Responsibilities

- Process all relevant information for new students joining the Academy and those that leave.
- Liaising with Primary schools and academy colleges to ensure that all data is entered and student files are received and allocated correctly for students joining and leaving the Academy.
- Collaborate and support the Information Services Officer to ensure the accurate submission of Census data.
- To support the MIS Officer with the entry and collation of (CAT/FFT/Target Data/Reading Age/KS2 Data and other data entry required by the academy).
- To support the Data Team and ensure that Key Performance Indicators are processed and shared.
- Process all relevant Free School Meal requests/information. Liaising with relevant colleges/staff.
- Support other departments with data input into the MIS.
- Process all relevant Pupil Premium information.
- Add and remove staff from the MIS as requested by the HR Department.
- Support with data requests from the Key to Success Website and other Government authorities.
- Create and collate questionnaires as requested by the Academy.
- Support the Information Services Officer with routine data Quality Assurance Checks.
- Assist with reporting through the use of MIS as requested by academy staff.
- Develop and disseminate the use of Discover as an analysis tool.
- Support the Information Services Officer in producing internal and external data including producing analysis based on performance data for both internal and external examinations.
- Support the Information Services Officer in producing student reports, liaising with relevant departments to ensure the collation and distribution is met within the given timelines.
- Support the Information Services Officer with Quality Assurance check.
- Assist in monitoring data entry at key points within the given deadlines.
- Assist the Attendance Officer in maintaining the attendance systems and tracker.
- Assist the Attendance Officer in preparing reports on attendance for academy staff.
- Assist the Attendance Officer in monitoring missed registers and producing weekly reports.
- Support the Attendance Officer in monitoring student attendance for those under a monitoring period.
- Support the Attendance Officer in any administrative duties.

General Responsibilities:

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Promote a flexible approach to meet the changing needs of the Academy.
- Ensure that teaching and other staff receive adequate support to meet educational and operational objectives

Academy Responsibilities

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Person Specification

Data Services Administrator



ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Knowledge and Understanding	<ul style="list-style-type: none"> • School based MIS systems • Office Suite – Excel 	<ul style="list-style-type: none"> • SIMS
Skills & Abilities	<ul style="list-style-type: none"> • Ability to use ICT effectively and appropriately, with high accuracy levels • Ability to use Microsoft Excel, specifically formulae, pivot tables and graphs. • Ability to analyse basic data. • Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress • Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations • Ability to build good working relationships with colleagues and to be an active team member • Ability to multi-task within own remit and other areas • Ability to work at pace and meet deadlines 	<ul style="list-style-type: none"> • Ability to adapt to change and the introduction of new working practices • Ability to work without direct supervision
Experience	<ul style="list-style-type: none"> • Experience of working in a fast paced office environment • Experience of working with data. • Experience of working with students, staff, parents and external agencies. • Proven experience of forward thinking and excellent organisational and planning skills 	<ul style="list-style-type: none"> • Running Census • SQL & SQL reporting • Undertaking data quality assurance activities
Qualifications	<ul style="list-style-type: none"> • Minimum A*-C GCSE in Maths & English (or equivalent) 	
Personal Commitment	<p>Commitment to:</p> <ul style="list-style-type: none"> • safeguarding and promoting the welfare and rights of young people • and acceptance of the principles underlying equal opportunities and diversity • effective team work • own performance management and to continued, relevant professional development 	