

Job Description

JOB TITLE: Data Administrator
GRADE: H4

1. PURPOSE OF YOUR JOB

- To assist with the day-to-day management of the Bromcom management information system.
- To support the completion of all data returns, coordinating the collation of required information.
- To provide effective administrative support within the wider administrative team.

2. MAIN AREAS OF RESPONSIBILITY

Data Administration

- Maintaining and updating pupil records accurately and in a timely manner.
- Maintaining all student assessment data.
- Maintaining and developing the reporting system including:
 - Administration of the reporting cycles
 - Data inputting by staff
 - Making reports available to parents/carers.
- Supporting target setting at KS3, KS4 and KS5.
- Ensuring examination results and assessment data is correct and up to date on Bromcom and ALPS Connect, meeting all termly deadlines.
- Coordinating the collation of all data and information required for all school census returns, including assessment, attendance, SEND, personal data, ensuring accuracy at all times.
- Communicating with HoFs and HoYs regarding class lists and set changes on an ongoing basis.
- Maintaining and producing all class lists at the start of each academic year.
- Ensuring all classes are correctly set up in line with the school timetable.
- Liaising with the Exams Officer to ensure that the correct examination bodies and levels are assigned to courses.

Other duties

- Support the office team with a range of administrative duties including:
 - Collating SEND referral forms
 - Emailing Annual Reviews to parents/carers
 - Emailing external professionals
 - Making appointments with parents/carers

3 KNOWLEDGE, EXPERIENCE AND TRAINING

- Strong IT skills including a working knowledge of Microsoft Office, particularly Excel.
- Excellent word processing skills.
- Highly developed organisational and administration skills.
- A flexible, imaginative and professional approach to work.
- Ability to prioritise workload effectively and meet deadlines.
- Empathy when working with both students and adults.

- Excellent written and verbal communication skills.

Desirable but not essential

- Experience of working in a school environment.
- Knowledge and experience of using Bromcom.

4 EQUALITIES

- To be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.