



## **JOB DESCRIPTION**

### **PUPIL DATA ADMINISTRATOR**

#### **AIMS OF KESGRAVE HIGH SCHOOL**

The aim of Kesgrave High School is to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

#### **PURPOSE OF JOB**

To oversee and support the accurate and efficient management of data and information within the school including:

- Student Information System (SIMS)
- Assessment, Data and Reporting
- Timetable and Options
- Student admissions

#### **CONTRACT TERMS AND DUTIES**

The post holder is required to carry out their own strategic forward planning but be flexible, be able to meet problems as they arise, and often use their own initiative to deal with them. It involves a great deal of communication, both verbal and written, with a wide range of staff of the school, pupils and parents/carers.

The contract is for 39 weeks per year to include all school term-time days and Professional Development days.

#### **ACCOUNTABLE TO**

The role is line managed by the Assistant Headteacher or Deputy Headteacher and has operational training and support from the PA to the Sixth Form.

#### **LIAISON WITH**

This postholder will work closely with others in the administrative and support staff team. This may include the PA to the Sixth Form, Headteacher's PA and Office Manager, Examinations Officer and Attendance Lead.

## **KEY RESPONSIBILITIES**

### **School information system**

- To have oversight and manage the School Information System.
- To be responsible for leading on school data developments.
- To be responsible for developing the efficient use of data within the school, liaising with Middle Leaders and SLT with a view to maximise potential, raising attainment and identifying areas of improvement.
- To be responsible for integration of the School Information Systems with other school data tools/systems such as Firefly, ALPS, 4Matrix
- To support any necessary production of data e.g. subject access request

### **Admissions**

- To be responsible for the management of new mid-year admissions in liaison with the Deputy Headteacher
- To be responsible for the management of Year 6 admissions in liaison with the Deputy Headteacher, working with the local authority admissions process.
- To communicate with parents and carers with regard to admissions.
- To ensure that all necessary information with regard to admissions is gathered and entered into the school information system, both for Year 7 entry and mid-term admissions Year 7-11.
- To liaise as necessary with the Sixth Form Administrator with regard to Sixth Form admissions.
- Support the preparation of admissions appeals paperwork.

### **Assessment, Data and Reporting**

- To be responsible for the collection of student Assessment data and accurate recording in the school information systems, in line with School, Trust and DfE expectations.
- To publish progress reports for students to parents and carers after each data collection.
- To be responsible for the report checking procedures and ensure the accuracy of reports going home to parents/carers
- To produce a range of relevant information, analysis and data in support of student progress, including Pupil Premium.
- To produce statistics through various software packages including Excel and ALPS and other school data analysis packages.
- To work with the PA to the Sixth Form with regard to ensuring data in the school information system is accurate especially in regard to the census
- To work with the Assistant Headteacher on AAT KS4 result checking process for Performance Tables.

### **Timetable/Options**

- Responsible for the accuracy and maintenance of the whole school timetable under the direction of the Deputy Headteacher.
- To administratively support the process of KS4 options including the production of the Options booklet, communications with students/parents and communication of set lists to the Heads of Subject under the direction of the Deputy Headteacher.
- To be responsible for amending and disseminating the timetable as required throughout the academic year under the direction of the Deputy Headteacher.
- To be responsible for recording details of room change requirements and to communicate any changes under the direction of the Deputy Headteacher.

### **Wider administrative support**

- It is expected that the post holder would work in liaison with other administrative staff, providing support and working as a team where needed in times of peak or busy workflow, or in times of absence e.g. examinations, attendance, on call

*To undertake any other duties commensurate with the post as may be required by the Headteacher.*

## Person Specification

**POST TITLE:** Pupil Data Administrator at Kesgrave High School

**GRADE:** Grade 5 – Point 16 to 20 £32,597 to £36,363 pro rata  
(gross annual salary £27,791.91-£31,002.77)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Attainment</b>	GCSE or equivalent at Grade C/5 or above in English and Maths.	Degree or equivalent qualification in a relevant subject	Application form Certificates Interview
<b>Work Experience</b>	Significant experience of working in an educational environment utilising pupil data Experience of Data Analysis from student information Experience of interpreting policies and procedures to enhance and develop systems Experience of liaising with agencies and individuals Experience of designing and developing administrative and organisational systems	Experience of using SIMS Experience of using 4Matrix or ALPS data analysis software Experience of using Nova6 and timetabling in SIMS	Application form Interview References
<b>Knowledge/Skills/Aptitudes</b>	Excellent numeracy/literacy skills Extensive knowledge of Microsoft Excel and Word Extensive knowledge of pupil database Ability to interpret advice/statute to devise policies/practice in the light of these Excellent interpersonal skills and organisational skills	Knowledge in performance management systems Familiarity with SIMS marksheet creation and management Familiarity with SIMS reporting tools	Interview References Test
<b>Disposition</b>	Ability to work under pressure Able to maintain confidentiality Able to work collectively as part of a team Ability to prioritise workload Flexible approach to work Willing to participate in training and development Able to motivate self and others A sense of humour!		Interview References
<b>Circumstances</b>	Enhanced clearance from the Disclosure & Barring Service		DBS Check

