



North Halifax Grammar School Academy Trust

Data Administrator Job Description

Salary	NJC Scale 5-6 (Point 12 to 22) £25,578 – £30,141 pro-rata (£28,598 - £33,699 FTE)
Hours	37 hours per week, term time plus 10 days (worked over the exam results period)
Tenure	Permanent
Responsible to	Data & Development Manager

Main Purpose of the Role:

- To provide high quality administrative support for the school's Management Information System (SIMS) and associated platforms, ensuring accurate data input, efficient system setup, and timely updates to support student records and school operations.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students.

Specific Responsibilities:

- Provide administrative support for sixth form admissions and to work with the Data & Development Manager on the monitoring of applications and production of data analysis around this.
- Attending admissions days for the sixth form and supporting with the enrolment and set up of new Year 12 students including producing timetables.
- To input data into the school's Management Information System (MIS) and ensure this is kept up to date and accurate.
- To support with the set up and running of the monitoring system including exporting and uploading data to other systems and producing student reports.
- To conduct tasks requested by Senior Leadership and other staff relating to assessment, attendance and conduct data and the tracking of students.
- To manage the data transfer for student admissions and the creation of their timetable.
- To assist in timetabling aspects of the school data process, for example assignment of pupils to classes throughout the year.
- To assist with the production and submission of the school census.
- To support with assessment and exam results analysis for the Senior Leadership Group and Heads of Department.
- To provide administrative support for parents' evenings, to manage the booking system and to work with the Events Officer to arrange the logistics around the event.
- Respond to staff queries regarding the MIS and related systems including supporting the Data & Development Manager to ensure that the academy is maximising its use of the MIS and how these capabilities can best support the academy.

Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.



Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school, as may reasonably be required.



Post title – Data Administrator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or 4, or above. Proficient in Microsoft Office with excellent working knowledge of Microsoft Excel. Working in a busy office administration role. Good working knowledge of database systems. Experience of analysing data. 	<ul style="list-style-type: none"> Experience of working in a secondary school. Experience of building relationships with young people. Understanding or experience of secondary school data. 	Application form Reference Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> Honesty. Excellent interpersonal and communication skills. Ability to develop relationships across all aspects of the school community. 		Application form Reference Interview
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> Good record of attendance and punctuality. 	<ul style="list-style-type: none"> Flexible approach to working hours and ability to cover for absences. 	Application form Reference Interview
DISPOSITION, ADJUSTMENT & ATTITUDES	<ul style="list-style-type: none"> Ability to work as part of a team. Adaptability. 		Application form Reference Interview
TRAINING	<ul style="list-style-type: none"> Positive attitude to personal development. 	<ul style="list-style-type: none"> Willingness to develop new skills. 	Application form Reference Interview
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> Well organised. Ability to prioritise. Orderliness. Initiative. High level of accuracy. 	<ul style="list-style-type: none"> Ability to work with autonomy within set boundaries and solve problems on a day-to-day basis. 	Application form Reference Interview