



HARLINGTON UPPER SCHOOL JOB DESCRIPTION

Job Title:	Data Administrator
Responsible to:	Assistant Headteacher
Salary:	<p>Salary: NJC Level 4D (Points 15 – 20) £30,024 - £32,597 per annum prorated. Actual salary: £26,256 - £28,506</p> <p>This salary will be paid on a pro-rata basis to reflect term time plus 5 training days and 5 additional days to be worked on set dates to cover exam results and critical data deadlines.</p>
Hours:	<p>This post is for 37 hours per week, term time only, including five training days and 5 additional days to be worked over the exam results period</p> <p>Because the duties are essential to a smooth start to the school day, the postholder should be able to start at 7.30 a.m., finishing at 3.45pm Monday to Thursday and 7.30am – 1.30 pm on a Friday.</p>

Purpose of the Post:

To be responsible for the administration, organisation and smooth running of all processes in connection with data, assessment, and the school's management information systems.

Harlington Upper School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to the satisfactory completion of safer recruitment checks and references, including an enhanced DBS check. Online checks and reference requests will be conducted in line with Keeping Children Safe in Education and prior to interview.

Main duties and responsibilities:

- To input data into the school's Management Information System (MIS).
- To complete and submit the school census, resolving any queries.
- To manage and maintain records and reports particularly relating to student achievement, student progress and assessment information.
- To ensure that all processes in connection with data and assessment are efficiently carried out.
- To design and set up templates and marksheets for each reporting session, ensuring correct data fields are inserted so that reports are complete and accurate. Provide these as required by departments to aid the data collection, recording, tracking and monitoring of student attainment and progress.
- To conduct tasks requested by the line manager relating to assessment data and the tracking of students.
- To produce reports and data analysis as requested by the Senior Leadership Team.
- To maintain/monitor the assessment area of MIS and Pupil Progress.
- To manage the school's data tracking systems and procedures.
- To manage the distribution of Assessment and Profile results sent to parents.
- To set up and maintain subject specific mark sheets in line with school policy.
- To liaise with the Examinations Officer to record, analyse and report on exam results.
- To keep up to date with national developments on the use and analysis of student progress data.
- To lead on importing results and database information from other systems, to provide a comprehensive set of base data for all students.
- To manage external requests for data and other information (e.g. from the DfE, LA etc) data.
- To provide advice and assist staff in the use of the school's assessment and reporting systems.
- To support the Senior Leadership Team in the development and maintenance of the schools Management Information Systems.
- To input new staff starters onto the MIS.
- To liaise with Trust schools.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To promote the safeguarding and welfare of young people within the school, raising any concerns by following school protocol and procedures.
- To undertake any other duties commensurate with the level of the post, as required by the Headteacher.

Person Specification

Data Assistant

Essential	Desirable
<i>Qualifications</i>	
Educated to GCSE level (or equivalent) with English and Maths at grades A*-C (9-4)	Educated to GCE A level or equivalent (NVQ Level 3)
<i>Skills and Experience</i>	
Excellent interpersonal and communication (both verbal and written) skills	Some experience of working with young people aged 13 – 18
Ability to work collaboratively with colleagues at all levels	
Excellent organisational skills and ability to work with high degree of accuracy	Understanding or experience of a secondary school context. Experience of working in a school.
Excellent working knowledge of Microsoft Office, including Word, and Excel, and management information systems.	Knowledge of school management information software. Experience of writing reports and analysing data.
Good working knowledge of database systems.	Previous role working with data,
High level of accuracy.	
<i>Personal Attributes</i>	
Ability to work with autonomy within set boundaries and solve problems on a day to day basis.	
Ability to cope with conflicting demands and deadlines and be able to manage and organise own workload	
Ability to maintain confidentiality at all times	