



Queen Katharine Academy



Queen Katharine Academy

Application Information Pack

Data Administrator



Principal's Welcome



Dear Applicant,

Thank you for your interest in joining Queen Katharine Academy (QKA). I am delighted to introduce myself as the new Principal and to welcome you to a school celebrated for its vibrant and diverse community.

At QKA, both students and staff thrive in an inclusive and supportive environment, making our academy a truly exceptional place to work and learn.

Our commitment to academic excellence, character development, and a positive school culture is at the heart of everything we do. Guided by our core values — **Respect, Ambition, and Responsibility** — we aim to foster a collaborative and aspirational workplace where every colleague is valued and empowered to reach their full potential. Whether you are starting your career or bring a wealth of experience, you will find a culture that supports professional growth, innovation, and a shared dedication to continuous improvement.

Queen Katharine Academy is proud to be part of Thomas Deacon Education Trust (TDET), a forward-thinking network of academies dedicated to collaboration and educational excellence. As a member of TDET, our staff benefit from shared expertise, resources, and opportunities for professional development within a supportive and progressive network.

With over 20 years of experience in education, including senior leadership roles across a variety of schools, I know how vital a nurturing and ambitious staff culture is for student and school success. At QKA, I am dedicated to building on our strong foundations and working closely with colleagues to create an environment where staff are valued, supported, and empowered—so that together, we can ensure every student is supported, challenged, and inspired.

We are proud of the progress our academy community continues to make and excited about the opportunities ahead. If you are seeking a rewarding, dynamic, and supportive environment where you can grow your career and make a real difference, I encourage you to apply to join our dedicated team.

Thank you for considering Queen Katharine Academy as the next step in your professional journey.

Yours sincerely,

Mr. M. Taylor | Principal



Job Description

Job Title	Data Administrator
Reports to	Queen Katharine Academy
Salary/Grade	Pathway 2
Date Last Evaluated	Nov 2024
Core Purpose	To assist with the day-to-day matters of all aspects of a busy Data Management Team within the Academy. To provide an outstanding service to school (Staff, Students and Parents) and contribute to raising standards. To provide accurate information using the school's MIS to produce data analysis spreadsheets and individual progress reports home to parents.

Key Responsibilities

- Build and maintain Marksheets for the half termly progress data collection using the School's MIS.
- Support the Data Officer to ensure data is gathered by deadlines, liaising with Key Staff to fill any gaps and check for accuracy.
- Produce and maintain the analysis Marksheets for accurate and punctual analysis of student progress.
- Using the school's MIS, build and create Student Progress Reports home to parents.
- Export and upload Student Progress data/Exam Results to external sources used.
- Assist with admissions for new student data on school's MIS and assist with building timetables for new students ready for them joining the school.
- Input, manage and maintain student basic data and timetable data for existing students including the Data Collection sheet home annually and update data as a result.
- Assist with all areas of the Examination process as required.
- Assist with the daily tasks of sending out behaviour and achievement reports.
- Maintain attendance spreadsheet using MIS data report.
- Maintain behaviour analysis spreadsheets, create behaviour reports and communicate the behaviour data with staff.
- Support the archiving of student files, creating a spreadsheet to record the archived files.
- Support with Parent App and liaise with Progress Leaders to increase parental uptake.
- Support Teachers and other staff with producing reports as and when required.



General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

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.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Minimum C/4 Maths and English GCSE (or equivalent).	E	A
Knowledge & Understanding		
Knowledge of how to collect, input and manipulate data.	E	A/I
Good awareness and understanding of current educational challenges.	D	A/I
Skills & Abilities		
Excellent ICT skills, particularly using Excel and Word packages including spreadsheets and formulas, conditional formatting and complex tables.	E	A/I
Good communication and presentational skills (written, verbal and visual).	E	A/I
Ability to demonstrate a high level of initiative and integrity.	E	A/I
Ability to work both independently and as part of a team.	E	A/I
Able to work under pressure to prioritise workload, plan action to manage workload.	E	A/I
Skills to work to a high level of accuracy.	E	A/I
Ability to meet deadlines.	E	A/I
Commitment to raising standards and achievement.	E	A/I
Focused attention to detail.	E	A/I
Able to work in a methodical and well organised way.	E	A/I
Excellent interpersonal skills.	E	A/I
Ability to remain positive and enthusiastic.	E	A/I
Experience		
Experience of working with data.	E	A/I
Experience of working in a team environment.	E	A/I
Experience of working in a school/learning environment	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I



Adhere to TDET's Health and Safety policy and procedures.

| E |

A

Assessment methods

A – Application

I – Interview

T – Task/Activity

L – Lesson Observation

R – References





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