

Wyndham High Academy
Job Description

Name:	
Job Title:	Data Administrator
Salary range / job grade:	SCP 5 - 6
Responsible to:	Data Manager/Senior Operations Manager
Responsible for:	Maintaining and updating academy management information systems.
Effective Date:	

Role and Context

General Duties and Responsibilities:	<ul style="list-style-type: none"> • To accurately input relevant data into the academy management information systems (MIS), for example but not limited to Bromcom, in an accurate and timely manner • To implement a cross check system to ensure accuracy of input • To ensure pupil records are always kept up to date by checking and amending data as appropriate within agreed timescales • To assist with the completion of statutory data requests • To support the Data Manger to ensure that the academy is maximising its use of the MIS and how these capabilities can best support the academy • To produce accurate written and verbal reports for colleagues to inform decision making to specific deadlines • To record and produce assessment information to assist pupils, parents and teaching staff to enhance learning • To assist the Examinations Officer with processing of exam information • To maintain and administer Parentmail and provide training for staff on this platform when needed, to assist with Parentmail account queries • To ensure that Trip Leaders are provided with Student's medical information • Assist with the administrative arrangements for school trips, revision guides and other activities, including checking expenditure and income and student receipts and balances • To Provide support for students and parents with the electronic student cashless account system to fund breaktime and lunchtime purchases • To provide cover for work involving data management in the absence of the Data Manager, with support from colleagues and SLT • To provide general admin support when required • To Liaise with coach companies to arrange transport for trips and sporting fixtures
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General Duties:	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:**Date:**
