

| Faculty/Department | Data |
|--|---|
| Job Title: | Data Administrator |
| Grade: | 4 |
| Post Purpose: | To be responsible for the school's pupil data, reporting and assessment functions and other external reporting. |
| Accountable to: | Data services Manager |
| Duties, Responsibilities and Key Tasks: | <ul style="list-style-type: none"> • Working with the Data services manager in playing a key role in the management of the data systems used by the academy. • Working with the Data services manager and teacher in charge of timetables to handle the start and end of year procedures. Creation of student timetables. and subject marksheets. • Ensure staff meet PR deadlines and audit data during assessment points through the year. • Assist in the administration of the pupil admissions via new starter checklist. Liaise with HOY and Subject leaders for new student timetables ready for when they start. • Update student details. • Maintain data inbox, respond to jobs and queries that arise. Log any legal name changes and court orders on file. • Assist with pupil attendance/registration during peak times and when attendance officer is off to maintain statutory requirements. • Prepare and provide ad-hoc reports and training for all stakeholders as and when required. • Other responsibilities as reasonably requested and commensurate with the grading of the post. |
| General | <ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO. |



This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

| ATTRIBUTE | Essential (E) or Desirable (D) | Assessment |
|--|--------------------------------|------------|
| Qualifications | | |
| A minimum of five subjects at GCSE, or equivalent, including Maths & English | E | A |
| Educated to A Level or equivalent including Maths and/or ICT | E | A |
| A relevant professional or higher-level qualification equivalent to degree level | D | A |
| Experience and Skills | | |
| Experience of managing, analysing and reporting on data [within a school environment would be preferred but not essential] | E | A |
| Experience of managing and utilising Databases | D | A |
| Excellent statistical and analytical skills | E | A |
| Clear understanding of the principles of Data Protection | E | A |
| Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel | E | A |
| Adept at communicating data and analysis to colleagues from non-technical backgrounds | D | A |
| Personal Qualities | | |
| Personable, approachable and courteous at all times | E | I/R |
| Excellent organisational skills with the ability to plan and prioritise | E | T/R |
| The ability to work quickly, accurately and under pressure | E | T/R |
| Ability to focus on detail and accuracy when compiling reports | E | T/R |
| Good verbal and written communication skills | E | I/T/R |
| Enthusiasm | E | R/I |
| Ability to maintain confidentiality | E | R |
| | | |
| Demonstrate and adhere to 5 Dimensions core values | E | I |
| Adhere to GDPR guidelines and the Trust's internal procedures | E | I |
| Adhere to the Trust's Safeguarding and Prevent policy | E | I |
| Adhere to Health and Safety Policy | E | I |
| Commitment to own professional development | E | I |
| Commitment to equality and diversity in the workplace | E | I |

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

.....

Date



Signature