

Job description

Job title	Data Administrator	Grade	6
School	Nightingale Primary School		
Reports to	Head Teacher		
Responsible for			
Purpose of job			
To support the Headteacher and Senior Leadership Team with regard to all administrative duties relating to the working of the school.			
Main duties and responsibilities			
<ul style="list-style-type: none">• Preparation of reports/letters/meetings.• Maintaining an efficient record keeping system.• Manage the administration of the recruitment process.• Dealing with confidential items on a daily basis.• To maintain records using appropriate software, including some returns to the London Borough of Redbridge, to include school Census.• Education visit coordinator using Evolve.• Maintain the school calendar.• Maintain policies.• To be able to use school MIS data systems or the ability to quickly assimilate new data systems.• End of year roll over.• Annual children’s school reports.• Inputting end key stage data.• Maintaining GDPR.• Maintaining the school Single Central Register.• Collect and collate the school newsletter.• Update Target tracker.• General day to day admin tasks e.g. filing, answering the phone and front desk.• Meticulous attention to detail when inputting data.• To undertake any reasonable duties which the Head Teacher and/or the SLT may request or require.			

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Data Administrator	Grade	6
School	Nightingale Primary School		
Education and Qualifications: Very high standard of literacy and numeracy NVQ 3 qualification or equivalent			
Experience/Knowledge/Skills: <ul style="list-style-type: none">• Ability to use and apply Microsoft packages and develop new systems.• Good writing skills, with ability to produce clear concise reports and correspondence.• Good oral communication skills.• Ability to produce and present management information.• Minute taking and ability to produce accurate records of meetings.• Ability to work flexibly and prioritise work to meet deadlines.• Commitment to working as part of a team.• Demonstrable administrative experience, preferably in a school environment.			
Other job requirements: Enhanced CRB check.			