

Data Administrator

Role - Data Administrator

Hours - 18 hours per week (preferably over 3 full days), term time only

Salary - LBR5 (Scale Point 12-15) £25,578 - £26,985 per annum, pro rata

We are seeking to appoint an experienced data administrator to support our administration team from September 2022.

The successful candidate is required to have relevant experience and skills to enable them to fulfil the role outlined in the job description and person specification below.

Closing date for applications: Monday 11th July, 9.30am

We are committed to promoting and safeguarding the welfare of children. All candidates will be subject to an enhanced DBS check, overseas checks where applicable and satisfactory references. See 'safeguarding information for applicants' document for details of checks. Applications will be kept on file for 6 months and will not be disclosed to any third without the applicant's consent.

Job Description

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| Job Title | Data Administrator |
| Hours | 18 hours per week (preferably over 3 days), term time only |
| Salary | LBR5 (Scale Point 12-15) £25,578 - £26,985 per annum, pro rata |
| Reporting to | Headteacher / School Business Manager |
| Purpose of job | To support the Headteacher, Senior Leadership Team and School Business Manager with regard to data administrative duties relating to the working of the school. |

Main duties and responsibilities

- To line manage the ICT Technician.
- Responsibility for liaising with external IT support.
- Dealing with confidential items on a daily basis and maintaining efficient record keeping systems.
- To manage the administration of all staff joiners to ensure they have access to all the necessary online school systems.
- To manage the administration of all staff leavers to ensure their access to all school systems have been removed/disabled.
- To manage the administration of all pupil joiners to ensure they have access to all the necessary online school systems.
- To manage the administration of all pupil leavers to ensure their access to all school systems have been removed/disabled.
- To maintain records using appropriate software including preparation of information for statutory returns.
- Maintain, review and update Acceptable Use Policies and other policies relevant to the role.
- To be able to use MIS data systems or the ability to quickly assimilate new data systems.
- Inputting key stage data to RMIntegris and Target Tracker as required.
- Annual updating of databases and general database maintenance.
- Maintaining General Data Protection Regulations and supporting the Data Protection Officer to ensure requirements are met.
- Meticulous attention to detail when inputting data.
- Keeping staff informed of any updates they need to be aware of related to this role.
- Keeping accurate records of the whole school inventory.

General

- To 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 and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns or breaches to the appropriate person.
- Be aware of and support difference to 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.
- To be responsible for own health and safety, as well as that of colleagues, pupils and the public. To co-operate with the school leadership, follow established systems of work, use protective equipment where necessary and report any defects or hazards to the appropriate person.
- Maintain a professional manner when dealing with staff, pupils, parents and external providers.

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

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| Job Title | Data Administrator |
| School | Fairlop Primary School |
| Education and Qualifications | Very high standard of numeracy and literacy NVQ 3 or equivalent |
| Experience/Knowledge/Skills | Ability to use Microsoft packages and develop new systems Good writing skills, with the ability to produce clear concise reports and correspondence Good oral communication Ability to produce and present management information 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 DBS check |