



Data & Systems Administrator (Assessment Recording and Reporting)

JOB DESCRIPTION

Hours: 37 Hours, Term Time Only (Including 5 INSET Days) 44 weeks per year (inc 5 weeks paid leave).

Actual Salary: Grade 5 plus Fringe allowance, pro rata.

Reporting to: Data Officer

MAIN PURPOSE OF THE JOB

The Data Team, under the line management of the Data Officer, has a vital role to play in providing data-related services to directly support student teaching, learning and achievement. The Data Team's remit has developed from merely collecting and processing data to interpreting it - providing valuable information to various clients, both within school and externally, (whilst adhering to the GDPR and Freedom of Information Acts).

Job Role:

Working within the Data Team to provide comprehensive data-related services, including up-dating information management systems, creating student reports, and undertaking detailed results analysis/management reporting. Excellent communication skills are required for this post as you need to work well as a flexible, co-operative team member and provide a coherent service to meet the needs of both the school and its external clients.

Specific Duties and Responsibilities:

- Transition
Co-ordinating the transition process for the new intake, to include importing new intake personal details into SIMS.net, obtaining current school photos, setting classes and mentors. Setting up the transition day. Liaising with county with regards to additions and deletions.
- Admissions
Working alongside the admissions team to create all new starters, setting up all student systems, creating and sending the Common Transfer Form on to schools.
- Attendance
Assist the Attendance administrator to record absent students on Bromcom.
- Behaviour & Achievement
Working alongside the Teachers and Pastoral Teams with the administration surrounding rewards & sanctions
- School Systems
Maintenance of students' academic records and personal records Liaise with support for the school systems.
For example, Parentmail, Mint Class, Satchel One, Go4schools, Accelerated Reader, Bedrock Learning, Parentpay, Unifrog, Pix

Be the first point of contact for parents with login queries. Assist with Sixth Form Enrolment process.

- General duties

Managing the interim and full reports process using Go4Schools

Assisting with the completion of PLASC, CES annual census, Pupil Data Level Collection, termly census

Making student or group changes and producing class lists

Producing attendance reports, personal reports, and assessment reports. Creation and production of reports, labels, lists, statistics, requested by staff.

Contribute to the School Culture and Ethos

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing and Safeguarding Policy and always ensure that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.
- Review and develop own professional practice. Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.
- Work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Contacts

The Data team's clients are: the Senior Leadership Team, School Governors, West Sussex County Council, Ofsted, QCA, teachers, students, and parents.