St Albans Girls' School
Specialist Business and Enterprise Academy

Data Administrator
H5 – Term time plus 3 weeks
(37 hours per week 8.00am to 4.00pm)

The post holder is required to perform the duties below. S/he will be responsible to the Director of Data and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Head Teacher's notice by the post holder through the line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Core accountabilities:
- Support the management and maintenance of a comprehensive school information resource: data collection, organisation, storage (e.g. SIMS, SISRA), analysis, presentation, dissemination and reporting (e.g. for parents, SIP report).
- Ensure consistency and integrity of data and quality of reports
- Support the collection, presentation and interpretation of data from internal (e.g. exam results, progress data) and external sources (e.g. DfE, FFT, RAISEonline)
- Support the organisation of both internal and external examinations
- General administration as required

Key tasks:
1. **Support all aspects of school data development & management** that the data team carry out, necessary tasks including:
   a. maintenance and update of school databases and data entry (eg. for student progress tracking, for options & timetables)
   b. development of data capture/input methods and monitor input to ensure consistency, quality, integrity of data/reports and deadlines met
   c. producing a variety of scheduled (eg. on ARR calendar) and ad hoc reports: listings, summaries, statistics, labels and other electronic and/or presentation reports
   d. execution of methods and procedures for collecting, organising, interpreting and classifying information for computer input and retrieval (eg. student progress tracking)
   e. upload external agencies data relevant to target setting (eg for student progress tracking), determining the feasibility of development of new databases and/or enhancements or modifications to existing databases
   f. carrying out numerical calculations and analyses as required
   g. keeping up to date with developments in relevant software used within the school
   h. supporting the completion of the school's workforce return and census
   i. ensure all data required for Open Days and Open Evening is accurate

2. **Support aspects of internal/external examinations** to ensure that tasks associated with the provision of data are effectively carried out and disseminated to stakeholders

3. **Attend GCSE and A level results & pre results days** to lead and support student requirements and data organisation

4. Other responsibilities as required by the Head Teacher including general administration

Organisation chart:

Head Teacher
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Director of Data
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Assessment Administrator
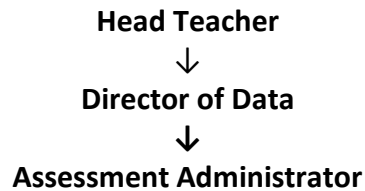
Supervision:
- Routine supervision is carried out by the Director of Data

Contacts:
- There is frequent contact with other leadership team members, teaching staff, parents and students
- As part of the support staff team there is also regular contact with other support staff.
- There is also contact with external organisations and suppliers.

MCN
MARCH 2019