

## Job Outline and Person Specification

<b>Position Title</b>	Data Administrator		
<b>Location</b>	Tavistock College		
<b>Reporting to</b>	Assistant Principal and Office Manager		
<b>Job Term</b>	Permanent		
<b>Hours</b>	1517 hours per annum (37 hours x 41 weeks). Hours to include working 5 non-pupil days and 10 days in the holidays to coincide with a requirement to support the Leadership team during the summer exam season.		
<b>Work Pattern</b>	Monday to Thursday, 8.00am to 4.00pm and 8.00am to 3.30pm on Friday, with ½ hour for lunch		
<b>Grade / Salary</b>	Grade C, (Point Range 4-6), actual salary £16,443		
<b>Organisation</b>	The Dartmoor Multi Academy Trust		
<b>Effective date of JD</b>	As soon as possible	<b>JE Job Number</b>	G-O

Tavistock College is delighted to be part of The Dartmoor Multi Academy Trust (DMAT), a MAT consisting of 3 secondary and 13 primary schools. As an academy we actively promote the values and principles of the International Co-operative Alliance.

Your main place of work will be Tavistock College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### Job Purpose

- To support, develop and maintain the school's use of data systems including SIMS/SISRA/Edukey/4Matrix/Classcharts/FFT Aspire from data collected and processed across the school.
- Produce clear, concise, accurate information reports to support the raising of standards of teachers, subjects, faculties and students' performance.
- To ensure that data returns are accurate and submitted on time.

### Main duties and responsibilities -

- To support in management of SIMS (MIS System) and its role in raising standards across the school, this will include building, editing and monitoring of mark sheets.
- To advise and assist in target setting and produce documents of analysis including iDash, IDSR and Atkinsons reports.
- Administer FFT Aspire to ensure all KS2 data is accurate and targets extracted from FFT are robust for all key years.

- Administer school data analysis systems to ensure data is kept up to date and is accurate within and between these systems. These systems currently include SISRA and 4matrix.
- Support in producing analyses from data collected within school.
- Administer Class charts for rewards sanctions, behaviour, attendance, punctuality and identify through analysis emerging trends and patterns
- Assist with producing examination results analysis documentation after the release date.
- Liaise with DTSA for data developments.
- Facilitate training to support non-data experts to access data and to drive improved performance.
- To respond to educational developments, which have implications for data management and analyses of student assessment data.
- Shared responsibility for the production of reports for students.
- Support for checking the school data drops are accurate and submitted ahead of deadlines.
- Liaise with the National Assessment Agency as required.
- Plan and co-ordinate the school's assessment data collection liaising closely with teaching staff throughout the process.
- Support in the management of the school's assessment and progress tracking systems (SIMS Assessment Manager) including the capture of grades from teaching staff.
- Ensure that (SIMS mark sheets) reports include up to date data from progress tracking.
- Work with teachers and support staff in the development of information systems for rewards sanctions, behaviour, attendance, punctuality and identify through analysis emerging trends and patterns. These systems include Class Charts and Edukey.
- Assist, in liaison with the Assistant Principal and appropriate staff, ensuring that all statistical returns to Ofsted, local and national government and MAT|DITSA data collections are accurate and submitted on time.
- Perform the necessary administrative processes (e.g. mail–merges) associated with the publishing of such documentation as class lists, students' timetables, Year 8 options groups.
- To liaise with SCOMIS around the configuration of the school's SIMS tracking systems and the school's learning platform and to ensure access is provided for parents/carers, students and staff.
- Undertake training to develop further all aspects of the school's data management systems and to assist in the training of other staff.
- Maintain a detailed working knowledge of all areas of SIMS.
- Maintain a clear understanding of the GDPR and the implications that it has for managing school data.
- To ensure that the school complies with GDPR regulation.
- To cover reception as part of rota.

### **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

**Person specification:**

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>◦ Demonstrate evidence of being able to work to tight deadlines</li> <li>◦ Good analytical skills</li> <li>◦ To have the ability to work and to support others to work in a rapidly changing environment, demonstrating a "can do" approach</li> </ul>	<ul style="list-style-type: none"> <li>◦ Experience of working with school data systems SIMs, SISRA, FFT Aspire, Classcharts</li> <li>◦ Application of GDPR in a school context</li> </ul>
Communication	<ul style="list-style-type: none"> <li>◦ Excellent verbal and written communication skills</li> <li>◦ Able to concisely and clearly explain different systems to a range of stakeholders</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>◦ Excellent interpersonal skills and the ability to liaise with a wide range of stakeholders</li> <li>◦ The ability to effectively coach others</li> <li>◦ To have the ability to be flexible, reflective and self-critical</li> <li>◦ A clear understanding of confidentiality</li> </ul>	
Technology / IT Skills	<ul style="list-style-type: none"> <li>◦ Excellent IT software skills</li> </ul>	<ul style="list-style-type: none"> <li>◦ The ability to identify and develop new systems</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>◦ Educated to GCSE standard with passes in Maths and English</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>◦ The Dartmoor Multi Academy Trust implements anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>	
Physical	<ul style="list-style-type: none"> <li>◦ Able to carry out the duties of the post with reasonable adjustments where necessary</li> </ul>	

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).**