



The Cavendish School

Job Description

TITLE OF JOB : **Data Administrator**
LOCATION : **The Cavendish School**
GRADE : **H3 or H4**
HOURS : **25hrs per week, term time plus 1 week**

1. JOB OUTLINE

1 a) REASON JOB EXISTS

Establishment requirement

1 b) DUTIES

Administrative support to the Data Manager including:

Student data management:

- Input and maintenance of data within the management information system (SIMS)
- Input and maintenance of all aspects of accurate student data in SIMS including inputting personal details
- Producing accurate lists for various departments in the school
- Undertake other data related tasks as reasonably requested

Tracking and analysis

- Assist with the completion of Census and similar returns
- Support the Data Manager to compile accurate data returns to the DfE and EFA
- Support the Data Manager with the administration of school student tracking and reporting process
- General administration of reporting process
- Assist Data Manager with administration of more in depth data analysis
- Assist Data Manager with curriculum data input/checking and producing timetables and set lists

1 c) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality; and report all concerns to an appropriate person.

1 d) CRIMINAL RECORDS BUREAU

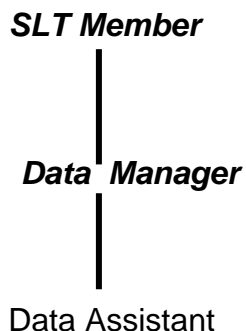
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 e) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed by the Data Manager.

4. CONTACTS

Staff of The Cavendish School together with SITSS.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

Essential

Excellent understanding of Excel and Word.
High level of accuracy of data input.
Strong communication skills to all levels of staff.
Ability to work under pressure to tight deadlines.
A GCSE or equivalent qualification in English and Maths

Desired

Highly analytical person able to cope with data and production of information for SLT.
An understanding of the different Key Stages and how they relate to the data.

Evaluation Date: