



Data Administrator

High quality support, effective systems and guardian of data integrity

Main Purpose of the Role

- To provide high quality administrative support for the school's Management Information System (SIMS) and associated platforms, ensuring accurate data input, efficient system setup, and timely updates to support student records and school operations.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the school and its students.

Key Responsibilities as a Data Administrator:

- Provide administrative support for sixth form admissions and to work with the Data & Development Manager on the monitoring of applications and production of data analysis around this.
- Attending admissions days for the sixth form and supporting with the enrolment and set up of new Year 12 students including producing timetables.
- To input data into the school's Management Information System (MIS) and ensure this is kept up to date and accurate.
- To support with the set up and running of the monitoring system including exporting and uploading data to other systems and producing student reports.
- To conduct tasks requested by Senior Leadership and other staff relating to assessment, attendance and conduct data and the tracking of students.
- To manage the data transfer for student admissions and the creation of their timetable.

- To assist in timetabling aspects of the school data process, for example assignment of pupils to classes throughout the year.
- To assist with the production and submission of the school census.
- To support with assessment and exam results analysis for the Senior Leadership Group and Heads of Department.
- To provide administrative support for parents' evenings, to manage the booking system and to work with the Events Officer to arrange the logistics around the event.
- Respond to staff queries regarding the MIS and related systems including supporting the Data & Development Manager to ensure that the academy is maximising its use of the MIS and how these capabilities can best support the academy.

Support for the School

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.

Person Specification

Assessed by Application (A), Interview (I), Task (T) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	GCSE English and Maths at Grade C or 4, or above.	✓		A
Experience	- Experience of analysing data. - Experience of working in a secondary school. - Understanding or experience of secondary school data	✓		A, I, T, R
Experience	Experience of building relationships with young people		✓	A, I, T, R
Skills & Knowledge	- Proficient in Microsoft Office with excellent working knowledge of Microsoft Excel. - Working in a busy office administration role. - Good working knowledge of database systems. - Ability to prioritise. - Orderliness. - Initiative. - High level of accuracy.	✓		A, I, T, R
Personal Skills & Attributes	- Honesty. - Excellent interpersonal and communication skills. - Ability to develop relationships across all aspects of the school community. - Good record of attendance and punctuality. - Ability to work as part of a team. - Adaptability. - Positive attitude to personal development.	✓		A, I, T, R
Personal Skills & Attributes	- Flexible approach to working hours and ability to cover for absences. - Willingness to develop new skills - Ability to work with autonomy within set boundaries and solve problems on a day-to-day basis.		✓	A, I, T, R