



Granta School, Job Description

Title: Data Administrator

Responsible to: Business Manager

Grade: Scale 5 point 12 - 17

Purpose of Job

To be responsible for the successful management and administration of pupil information on various databases including SIMS. To successfully manage the pupil annual review process. To provide statistical reports to the SLT and various external bodies. To establish and maintain professional relationships with academic, professional support and school-based staff.

Professional Duties

1. To provide clerical and organisational support to the Administrative Team and Senior Leadership Team
2. To manage the administration of pupil admissions processes
3. To manage the administration of pupil transition processes as directed by the SLT
4. To maintain student specific data timely and accurately
5. To manage the administration processes linked to pupil Annual Reviews – invite parents, type, proof read and amend reviews, collate reports and distribute accordingly
6. To book training for staff as requested and maintain records of this on SIMS and other relevant databases
7. To complete regular checks on the school's Single Central Record and ensure all safeguarding and prevent training is recorded, and to give notice to the Headteacher of staff whose required training is due to expire and proactively arrange training so school staff remain compliant
8. To maintain records of school mini bus drivers and keep records of staff using their own vehicles for school business use
9. Maintain a staff presence in the office working in conjunction with the Receptionist to ensure there is telephone/reception cover wherever possible.
10. Update school locker allocation.



Continuing Professional Development

- To support the implementation of INSET within the school
- To participate in the Performance Management process
- To take part in staff training as appropriate to your personal skills, attributes and experience

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.