Data Administrator

Person specification

	Essential	Desirable
Knowledge/ Qualifications	Good level GCSE or equivalent pass in Maths and English Strong understanding of SIMs Knowledge and understanding of Safeguarding Strong IT skills, including proficient use of Excel	NVQ 4 or equivalent in management or equivalent discipline in Business or Administration.
Training and experience	Evidence of commitment to own Continuing Professional Development Managing action plans with timelines and producing and presenting reports Substantial experience of working in an office environment	Experience of working within an educational setting Experience of liaising within a multi-disciplinary team environment
Personal qualities	Good interpersonal skills including influencing others, empathy, warmth and humour. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Ability to be flexible and adaptable Ability to meet and resolve difficult situations Respectful and discreet	

Managing self and personal skills

Post holder is able to:	Essential	Desirable
Manage own resources	Manages own workload, allowing for an appropriate work life balance.	Ensures school priorities are kept to the fore.
Maintain CPD	Identifies own personal and professional development needs and moves forward by gaining professional qualifications. Reviews objectives and development plans in the light of performance, feedback received and development activities undertaken. Attends training which may be off site with external trainers	Proactively identifies own professional needs in response to national initiatives and ensures that these are planned for, and met, through professionally recognised qualifications. Actively seeks feedback, both formally and informally and acts upon it, setting own professional development plans.
Develop personal networks	Develops professional networks by investigating good practice in other schools, taking into account legislation and disseminates these as well as celebrating good practice in own school. Makes active use of the information and resources gained through personal networks to develop own skills	Extends networking opportunities including mechanisms such as school to school support
Maintain professional values and ethics	Positively contributes to dialogue regarding the effectiveness of the school and coaches and supports other colleagues within the school. .. Acts with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the effectiveness and reputation of the school. Ability to work under pressure and meet deadlines.	Contributes to school to school support.

Providing Direction

Post holder is able to:	Essential	Desirable
Provide leadership	Provide guidance and support for school development to the head teacher and school business manager in line with specific duties. Contributes to collaborative decision making within the office team.	Able to respond to queries and requests with clarity and fairness and within policy.
Plan school improvement	Contributes to the School Plan, considers resource allocation and leads some sections of its implementation.	
Ensure compliance with legal, regulatory, ethical and social requirements	Provides guidance to enable teams to be compliant with legal, regulatory, ethical and social requirements. Monitors compliance with legal, regulatory, ethical and social requirements across the school.	
Manage risk	Identifies typical risks and applies proportionate containment measures for those encountered within the school.	Identifies potential risks in relation to achieving strategic objectives and makes effective contingency plans.

Working with people

Post holder is able to:	Essential	Desirable
Allocate and monitor the progress of work	Leads and monitors the quality and progress of work on an action plan.	Plans work, considering priorities and critical activities across whole-school teams.
Develop productive relationships with colleagues and stakeholders	Selects and successfully applies methods for communicating effectively with colleagues and stakeholders. Consults colleagues and stakeholders in relation to key whole-school decisions and activities, taking account of views, priorities, expectations and risks.	

Effective use of resources

Post holder is able to:	Essential	Desirable
Manage technology	Manages existing technology systems. Consults colleagues and stakeholders to assess future technology requirements in line with the strategy for data compliance	Promotes the effective use of technologies to support data control.
Manage physical resources	Identifies, obtains, monitors and efficiently and effectively uses systems for data management	Consults stakeholders to identify, plan and monitor the use of required physical resources.
Contributes to safe school practices	Works within health and safety and safeguarding expectations.	

Achieving results

Post holder is able to:	Essential	Desirable
Manage projects	Manages a project and maintains accurate information to assist effective monitoring to achieve the successful completion of the project.	Manages a programme of complementary projects and monitors progress to achieve successful outcomes.
Manage school processes	Manages effective school data processes to deliver requirements. Consults colleagues on new and more efficient processes.	Contributes to formulation of better practices as need arises.
Implement school service improvements	Ensures effective school service literature is produced in line with the requirements of legislation, regulation and codes of practice. Monitors, measures and reviews the impact of school communication systems including use of website and parent contact systems. Recommends changes to systems and processes to avoid repeated service problems.	Consults others to identify, review and implement whole-school improvement services. Implements measures to listen to school service users to implement change and improvement.