



Holy Family Catholic Multi Academy Trust

Job Description

Job Title:	Data Administrator
Location	St John Plessington Catholic College
Responsible To:	Assistant Headteacher - Data
Salary Grade:	Band D SCP 6-7
Contract:	This is a full-time, permanent contract. This post is 36 hours per week, 41 weeks per year (term time + 3 weeks only).

Key Purpose of Job

To lead on the management, processing, and analysis of pupil and school data through systems such as Arbor, SISRA, and ALPs, ensuring accurate and timely reporting to support student tracking, target setting, and whole school improvement. The role is central to maintaining assessment and reporting systems, preparing data for internal and external stakeholders, and ensuring compliance with statutory data returns. Additionally, the post holder will provide support to staff in the effective use of MIS systems.

Key Responsibilities of the Post

- To be responsible for the production and maintenance of Arbor specifically relating to assessment and attendance data to produce tracking and targets for individual, groups and whole school use
- Process and update pupil level data in Arbor
- Process pupil and parent questionnaires
- Ensure other data is acted upon and processed accordingly e.g. setting up target intervention groups, climate and culture data etc.
- To be responsible for the maintenance of the school's assessment and reporting systems to include the production of pupil reports. including aspects such as setting, amending and reviewing mark sheets and data checking for applicable years as instructed.
- Create new reporting sessions in SISRA/ALPs for all cohorts and produce data for Subject Leaders/Heads of Department as required and assist in setting targets for students.
- To prepare and process reports and data as required for parents and staff
- Follow up missing staff data in reports and report any issues to senior leaders
- To assist with downloading & uploading applicable data from/to DfE data checking into Arbor & SISRA and vice versa
- Uploading & Processing data on SISRA as required including KS3 4 & 5 monitoring data
- Produce Monitoring summary sheets for parents' evenings and report writing
- Support in the completion of LGB and Trust reports with internal monitoring and exam



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result data from SISRA

- To create reports in Arbor (or other MIS) in relation to staff absence and work with the cover team, and SLT, to ensure the good running of the curriculum.
- To support the exams officer in upkeep of Arbor (or other MIS) in relation to student exams and work with the exams team, and SLT, to ensure the good running of internal and external exams.
- Support with the preparation and submission of reports and data for external agencies including the School Census in conjunction with school business lead.
- Manage and provide logins for as required
- To support the teaching staff, including inset, in the use of the above systems and the information produced
- Provide data as requested to HFCMAT, Governors, SLT and Teaching staff
- Attend and participate in meetings as scheduled
- Keep up to date with software developments and legislation applicable to this role
- To provide cover as requested for other support staff to cover holiday and absence
- Any other ad hoc duties as requested by your Line Manager or SLT, on a temporary or permanent basis.

Supervision / Line Management Responsibilities of the post

- None

Working Environment & Conditions of the post

Normal office environment

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job
- b) To contribute to the effective working of the HFCMAT
- c) Maintain positive, professional relationships with students, parents/carers and teachers
- d) To participate in induction training, staff review processes and professional development opportunities
- e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
- g) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled
- h) The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures



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- i) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Professional Development	Experience in relevant discipline or qualification related to data management.	E	A, C A, C, I
B. Experience	Experience of working in a school or with young people	D	A, I, R
	Experience of managing data in a school setting	E	A, I, R
	Have knowledge of School based MIS systems	E	A, I, R
	Have knowledge of Arbor	D	
C. Knowledge/ Skills	Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act	E	A, I
	A good team player with good interpersonal skills and the ability to work effectively as part of a growing organisation	E	A, I
	The ability to respond effectively and build good relationships with pupils	E	A, I
	Good level of written and verbal skills	E	A, I
	Ability to exercise discretion and maintain confidentiality	E	A, I
	Good organisational skills with the ability to multitask	E	A, I
	Good IT skills in particular Excel, Word and email	E	A, I
	Good interpersonal / communication skills	E	A, I
	Ability to maintain accurate and up to date records	E	A, I



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			A, I
D. Other Conditions	Satisfactory pre-employment checks including DBS	E	C

Key to Evidence:

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference