



Data Administrator

Candidate Information Pack
July 2022

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Dr Janice Howkins OBE

Headteacher



Job Description: Data Administrator

Purpose: To develop the school's management information system (Arbor) and ensure efficient use of all the Arbor features. To lead the development and maintain up to date records of the following aspects of the academy information: timetable scheduling, progress and attainment, student attendance data, behaviour/exclusions data and student information. To ensure that the information kept is both accurate and confidential.

Responsible to: DHT responsible for the school's IT strategy

Main Duties and Responsibilities

1. To work in collaboration with the other members of the Data Team to take responsibility for all school internal data and work closely with the wider school administration staff ensuring that data is current and accurate;
2. To take responsibility in combining data received from a variety of outside agencies and internal sources and linking it with the schools' database;
3. To collect assessment data from individual teaching staff using established procedures in order to ensure student information is gathered and entered into relevant systems;
4. To maintain records of student progress, making sure all information held is accurate and reliable;
5. To maintain relevant databases including personal records on students using Arbor in order to ensure they are up to date and fit for purpose;
6. To support in all areas of data input and output within Arbor including, Census returns, admissions/leavers, exclusions, timetabling support, student details, importing of examination data, maintaining assessment system and recording students' special needs;
7. Be familiar with and/or have ability to use Arbor, Microsoft Word, and PowerPoint and other appropriate software to enable to collection and reporting of data to suit the requirements of the day, with a good knowledge of Excel in order to manipulate data (conditional formatting, formulas and v-lookups);
8. To work with the attached member of the leadership team to produce and publish individual student targets for teaching staff at the start of the year and reviews at key times of the year in line with the school's assessment policy.
9. To produce interim and annual reports to parents in all year groups
10. To administer and utilise external and internal data analysis systems to ensure performance data is accurate and up to date throughout each assessment cycle.
11. To support the senior lead with interpreting and analysing reports on student progress, internal assessment data and examination results for SLG, Governors, Heads of Year and Heads of Departments.
12. To support staff in their knowledge, understanding and use of assessment and examination data to drive school improvement.
13. To provide reports as requested for the DfE, LA, staff, pupils and parents regarding assessment information inclusive of ethnic groups, target grades etc, ensuring the provision of accurate and appropriate information to relevant parties.
14. To maintain and liaise with relevant colleagues in school, local authority collegiate institutions and other support agencies as required.
15. To assist the Examinations Manager with the administration of internal and external exams;
16. To assist the Examinations Manager in developing the skills of downloading external examination results.
17. To assist the Examinations Manager with distribution of results, in negotiation with line manager.
18. To work in collaboration with the 6th Form Administrator on the preparation, collation and logging of information in relation to the Year 11 into Post 16 data in reference to data relating to Census, Course Manager and Assessments.
19. To have an oversight of the Sixth Form information management system (Arbor), producing reports as required for internal and external use such as ALPS, SISRA, etc.
20. To manage data including assessment, timetabling, options and performance analysis.
21. To set up and maintain pre-admission groups prior to the new intake, using Arbor and Admissions Plus;
22. To set up new students and remove leavers on Arbor using appropriate methods in collaboration with the Office Manager;
23. To produce reports to a high quality and with a high level of accuracy as requested by SLG, HOY, Tutors, ESW LA and other outside agencies as and when required;
24. To attend meetings as appropriate;

25. To advise on the use of data and provide appropriate training;
26. Support with reporting to Senior Leadership Group on trends, patterns and comparisons as derived from the data and academic progress/attainment at KS3, 4 and 5 by providing the Senior Lead with relevant data and reports;
27. Import Photographs into MIS System;
28. Implementing End of Year Procedures within MIS system;
29. To assist where appropriate in training teaching and support staff in the use of relevant software;
30. To undertake such other duties as required by the DHT responsible for the school's IT strategy/Head teacher.

Other Duties

31. To provide first aid support, training to be provided
32. To use flexible time responsibly and to be punctual and maintain a high level of attendance.
33. To seek actively opportunities for professional development and attend and undergo suitable training.

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 practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
A good level of general education including GCSE Mathematics and English Language A*-C	✓		Application
Degree or equivalent		✓	Application
Evidence of continual professional development	✓		Application and interview
Skills & Experience			
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Experience of working autonomously and part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets	✓		Application, references and interview

Experience working in a school environment in an administrative capacity		✓	Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data	✓		Application, references and interview
Experience of using SISRA Analytics and ALPS		✓	Application, references and interview
Experience of producing accurate and timely reports		✓	Application, references and interview
Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview

Professional conduct and personal integrity	✓		Application, references and interview
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