



Noadswood

Fit for learning, fit for life

School Data Administrator

- Working weeks: Term time only, 39 working weeks
- Hours : 21 hours per week over three days
- Daily working time: 08:30 to 16:00 (half hour lunch break)
- Salary scale: C grade
- DBS requirement: Enhanced DBS disclosure on appointment
- Responsible to: House Leader for Guidance

Key duties include:

Gathering pupil information and entering on database.
Designing, preparing and presenting reports and statistical analysis.
Providing admin support within the school.

Desirable skills and attributes:

SIMS experience
Excellent ICT skills
Excellent communication skills