



KINGS'

SCHOOL • WINCHESTER

Job title: Data Coordinator

Salary: Grade D £25628.00 - £28326.00 FTE *(the actual salary will be pro rata'd to the agreed working hours & weeks)*

Hours: 37 hours, 40 – 44 weeks (to be agreed with the successful candidate)

We are looking for an organised and efficient person to join our excellent Admin team as Data Coordinator. The Data Coordinator works alongside the Data Lead at Kings', developing, updating, and maintaining our school data management processes.

They will work within the wider Admin Team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide to our school, their work is essential to the daily operation and management of Kings'.

A day as Data Administrator may involve; completing data reports for SLT; liaising with teachers regarding pupil school report schedules; maintaining data for parent reports; updating pupil or staff timetables.

The successful candidate will be expected to be:

- A systematic thinker with proven analytical and problem-solving skills and the highest levels of attention to detail.
- Proficient in Microsoft Office, specifically Excel.
- Able to work on their own initiative, organising and prioritising their workload.
- Understanding of the importance of their role in supporting and promoting Kings' values.

In return, we can offer you:

- A supportive induction and training program, tailored to you
- Continual opportunities and support – we are passionate about development; we want to invest in you.
- A strong sense of community
- Staff wellbeing at the heart of every decision
- Staff swimming – free staff swim slots at our indoor heated pool
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

Closing Date: Midday, Monday 26th February 2024.

Interview Date: Thursday, 29th February or Friday, 1st March 2024.

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Kings' School mission and values

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, ***Una Laborantes*** (*working together*) exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of receptionist is essential to the everyday running of the school.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

Our values are at the heart of our school culture. They underpin our mission, that we are *Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence*. Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference

We are reminded of our vision by our motto, ***Una Laborantes***, and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.





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Job Description – Data Administrator

To maintain, produce and present a range of statistical data concerning pupils and staff and communicate to key stakeholders within the school.

Job purpose, including main duties and responsibilities:

- Ensure school data is maintained to the highest standards showing accuracy and attention to detail.
- Collate and export information held on the school information management system ready to use in other school systems.
- Work closely with the Data Manager to maintain and manage academic related data, providing training to other office and teaching staff on the integrity and accuracy of data input, when required.
- Ensure regular checking, cleansing, and purging of data to ensure accuracy and compliance with data protection guidelines, in particular GDPR.
- Work closely with the School Business Manager to ensure compliance with GDPR regulations.
- Liaise with colleagues from other departments and SLT, attending meetings where required.
- Disseminate information to Heads of Departments and SLT.
- Assist with the collation and analysis of exam results for SLT.
- Design, prepare and present reports for statistical analysis using the school information management system, SISRA, power BI, and FFT.
- Be active in your professional development within the role, keeping up with training and new initiatives.
- Be prepared to assist with other data and administrative tasks as required.
- Fulfilling wider professional responsibilities
- Play a full part in the life of the school, supporting the aims and ethos of the school whilst encouraging staff and pupils to follow your example.
- Engage fully with the performance review process.
- Adhere to all school policies and procedures.
- SIMS data related activities as directed.





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Person Specification

A Qualifications	
At least 5 GCSEs Grade A-C or equivalent, including Maths & English.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school.	A/I
Experience in a comparable data administration role.	A/I
Ability to develop and produce data reports and disseminate to key stakeholders of the school.	A/I
Good understanding of confidentiality.	A/I
A good understanding of integrity and accuracy of data.	A/I
Working knowledge of information management systems and ability to effectively use Microsoft Office applications, specifically Excel.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills.	A/I
Ability to work on your own initiative and to organise and prioritise your workload.	A/I
Efficient and effective organisational skills.	A/I
Ability to concentrate on detailed work for short/medium periods of time,	A/I
Have a great work ethic and to show willing to explore new ways of working.	A/I
Ability to work well in a team and independently.	
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

