



JOB DESCRIPTION

Timetable and Data Administrator

REPORTS TO:	Designated Senior Leader
PAYSCALE:	Band 3 (Mid) Points 6 to11 – (£26,318 to £28,368 Actual Salary)
LOCATION	Royal Docks Academy
TERMS:	37 hours per week 41 weeks per year (term time plus inset days plus 2 weeks throughout holiday periods)
CONTRACT:	Permanent, Part-Time

PURPOSE OF THE JOB

- To provide accurate, reliable and regular data analysis in order to raise standards of student attainment and achievement across the school
- To design, maintain, and adapt the school's timetable to meet curriculum requirements, staffing availability, and student needs.
- To ensure the timetable supports the effective use of school resources, minimizes disruptions, and aligns with the school's educational priorities.
- Analysing school data to support the school's mission
- Generate reports, such as progress reports, behavior reports, achievement and attendance report
- Providing data support to the Headteacher and Senior Leadership Team

Liaison with:

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.
- The post-holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Management Information System Support:

Roles and responsibilities which will include:

- Complete data entry/ data cleansing tasks to ensure that data held in the MIS is complete, accurate and consistent
- Provide detailed analysis of key school performance data to a variety of audiences, including the SLT, LGB members and other groups.
- Manage the import of student and staff photographs to the MIS
- Review and action data changes submitted by parents
- Support the preparation for and running of statutory data returns such as the school census
- Support the school admissions process
- Support the administration team with additional tasks when required

Assessment Data Management

- Work with the Senior Leaders in setting clear and workable deadlines for data collection and to meet all deadlines
- Maintain/monitor assessment data in MIS
- Analyse data and deliver report with available tools (4Matrix and Bromcom, MIS)
- Manage the coordination, execution and delivery of weekly and monthly performance metrics and reporting package
- Check and follow-up with teachers for any missing assessment data for student reports
- Collate and publish student reports, ensuring that correct data fields are inserted into report templates so that reports are accurate
- Independently resolve problems relating to data collection and reports to ensure smooth running of procedures
- Support the Senior Leadership Team with reports
- Support the Senior Leadership Team with the downloading, publishing and reporting of public examinations

Timetable:

- To offer an efficient and courteous first line support service to key stakeholders on matters relating to timetabling, data, and room bookings
- To work under the instruction of the Senior Leader with timetabling development and maintenance using Nova-T / eTimetabler (MIS Bromcom)
- To support and contribute to the timetabling in planning and delivery of the academic timetables, including gathering information on courses, staffing, student groups and options
- To maintain and adapt the timetable and duty rota's to adjust to internal and external requirements and pressures and regularly checking the timetable and resolving problems accordingly
- To monitor sets changes are correct and updates are made under the instruction of the Senior Leader. To make sure they are up to date with making necessary amendments as required and the monitoring of class sizes
- To set up new timetables for new or returning students
- To monitor the use of timetabled rooms and other academy spaces to contribute to space management activities
- The production of the academic timetables for staff and pupils within the agreed time frame

Curriculum System:

- Manage access to ICT systems used for teaching of the school's curriculum e.g. Kerboodle

Parent and Support:

- Manage Parent Teacher Consultations programs using the school's chosen software, coordinating the actions of Teachers, managing communication with parents and working with SLT members to address issues
- Oversee access to the MCAS system and handle tasks related to parental communication

Data Protection:

- Support the school with Data Protection related administration such as DSAR

Admissions process/Exams Support:

- Support the data-related processes associated with applications to Year 7 and the allocation of places
- Provide ad-hoc admin support to the Exams Officer during the public exam period in May and June
- To undertake other reasonable duties related to the job purpose required from time to time.

Other specific duties:

- To continue personal development as agreed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Headteacher not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- Liaise with the Central Governance Team to ensure compliance with GDPR regulations for use, storage and archiving of all types of data, school-wide.
- Ensure regular checking, cleansing and purging of data to ensure accuracy and compliance with data protection guidelines, in particular, GDPR.
- Work closely with the Office Manager to provide training to Office Staff on Bromcom, workflows and integrity/accuracy of data input as required

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Timetable and Data Administrator

		Essential	Desirable
Qualifications and Training	<ol style="list-style-type: none"> 1. Minimum Level 3 qualification (e.g., A-levels or equivalent). 2. Strong numeracy and literacy skills, evidenced by GCSEs (or equivalent) in Maths and English (Grade C/4 or above). 3. Proficiency in using Management Information Systems (MIS) such as Bromcom. 4. Competency in Microsoft Office applications, particularly Excel, for data analysis and reporting. 5. Degree or higher-level qualification in a relevant field (e.g., Data Management, Administration, or IT). 6. Knowledge in timetable management software. 7. Certifications or training in data analysis tools (e.g., 4Matrix, Power BI). 	X X X X X X X	X X X
Experience	<ol style="list-style-type: none"> 1. Experience working with children in a school environment 2. Demonstrable experience in managing and maintaining complex data systems in an administrative role. 3. Experience in using MIS systems 4. Experience in Timetabling 5. Experience of information gathering and accurate data entry. 6. Full proficiency in Microsoft Excel (Intermediate to Advanced level) is essential 7. Meeting deadlines internally and externally imposed 8. A systematic thinker with proven analytical and problem-solving skills. 9. Resolving routine issues independently, within general procedural framework, but refer complex or serious problems to line manager 10. Familiarity with the structure and processes of secondary schools, including curriculum planning, assessment tracking, and statutory returns. 11. Previous experience in managing parent communication platforms (e.g., MCAS, ParentPay). 	X X X X X X X X X X X	X X X
Knowledge	<ol style="list-style-type: none"> 1. Excellent working knowledge of Excel for data processing 2. Good working knowledge of Microsoft applications e.g. Excel, Word, PowerPoint, Publisher etc. 3. Effective communication skills, both oral and written 4. Understanding of child protection and safeguarding policies and procedures 5. Knowledge of relevant codes of practice and school policies 	X X X X X X	
Personal Qualities	<ol style="list-style-type: none"> 1. A proactive, problem-solving approach to work, with the ability to anticipate challenges and implement solutions. 2. Team-oriented, with a collaborative mindset and a willingness to support colleagues across various departments. 3. Adaptability and flexibility to manage competing priorities in a fast-paced school environment. 4. Commitment to maintaining confidentiality and safeguarding sensitive information. 5. Strong customer service orientation to support staff, students, and parents effectively. 6. An interest in education and a commitment to contributing to the success of the school community. 	X X X X X X	