



Job Description

JOB TITLE	Data and Systems Administrator
JOB FAMILY	Thinking Personnel
PHASE	Central
CONTRACT	Full Time
REPORTING TO	HR Operations and Payroll Manager

Job Purpose

The Data and Systems Administrator will be responsible for collating and providing data as part of our regular reporting processes, and to ensure our customers have access to the key information they require. They will also be responsible for the maintaining and developing systems to ensure that this data is being collated and used appropriately.

Duties and Responsibilities

- The Data and Systems Administrator will be heavily involved in the development and testing of a new HR and Payroll system. Alongside the HR Operations and Payroll Manager.
- Building relations across the trust to ensure that the HR system is storing the key information our customers require. Taking a pro-active approach to develop the system and meeting the changing needs of a growing organisation.
- Undertaking Trust wide work on systems and data. Including working with schools on Management Information Systems.
- Working with the Trust Data Manager and Director of Service Delivery. As well as with our central IT team.
- To work with the system provider to develop and test new functionality as part of the ongoing continuous development of the HR service.
- Support with system set up and security configuration. Ensuring that customers are able to access key information.
- To administer the regular transfer of data from the HR system to third party systems, such as the well being system.
- Management of the Performance Management System.
- To support the project management, implementation, roll out and delivery of new HR systems across the Trust.
- To collate and analysis data as part of the day to day running of the organisation. Being proactive in reviewing all the data we hold, and drawing out key information that will be useful to stakeholders, up to and including the Board.



- Completing regular data reporting on behalf of our customer. Including the Schools Workforce Census, Gender pay gap reporting, and ONS returns.
- To collate and analysis data as part of the day to day running of the organisation. Including for the Governing Body and various committees as part of our regular reporting processes.
- To work alongside the Governance and Compliance team to ensure that data is being stored and used appropriately, in line with our data policy and GDPR legislation.
- To support with onboarding on new schools' customers. Ensuring that the required HR data is collated and accurately imported into relevant system
- Streamlining processes to improve efficiency and effectiveness
- To respond to ad hoc queries. Taking a solution focused approached to problems when they arise.

Skills and Knowledge

Essential Skills

- Excellent problem-solving and analytical skills, as well as critical thinking ability.
- Excellent organisation skills and attention to detail.
- Excellent planning and organizing skills; ability to anticipate outcomes.
- Excellent communication and interpersonal skills
- Ability to meet deadlines and work in a fast-paced multi-priority environment

Desirable skills

- Strong influencing and negotiation skills
- Strong facilitation and coordination skills

Essential Knowledge

- Knowledge of most up to date regulations around the storage and use of data.
- Excellent knowledge of MS Excel
- Knowledge of concepts around system development and project management

Desirable Knowledge

- Working knowledge of how HR systems operate
- Working knowledge of MIS systems (E.g SIM and Bromcom)
- Knowledge of the education sector

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues



Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Actively take part in the Trust's professional growth and fortnightly check ins

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Medway Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.



- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Data and Systems Administrator

Name:

Signed:

Date: