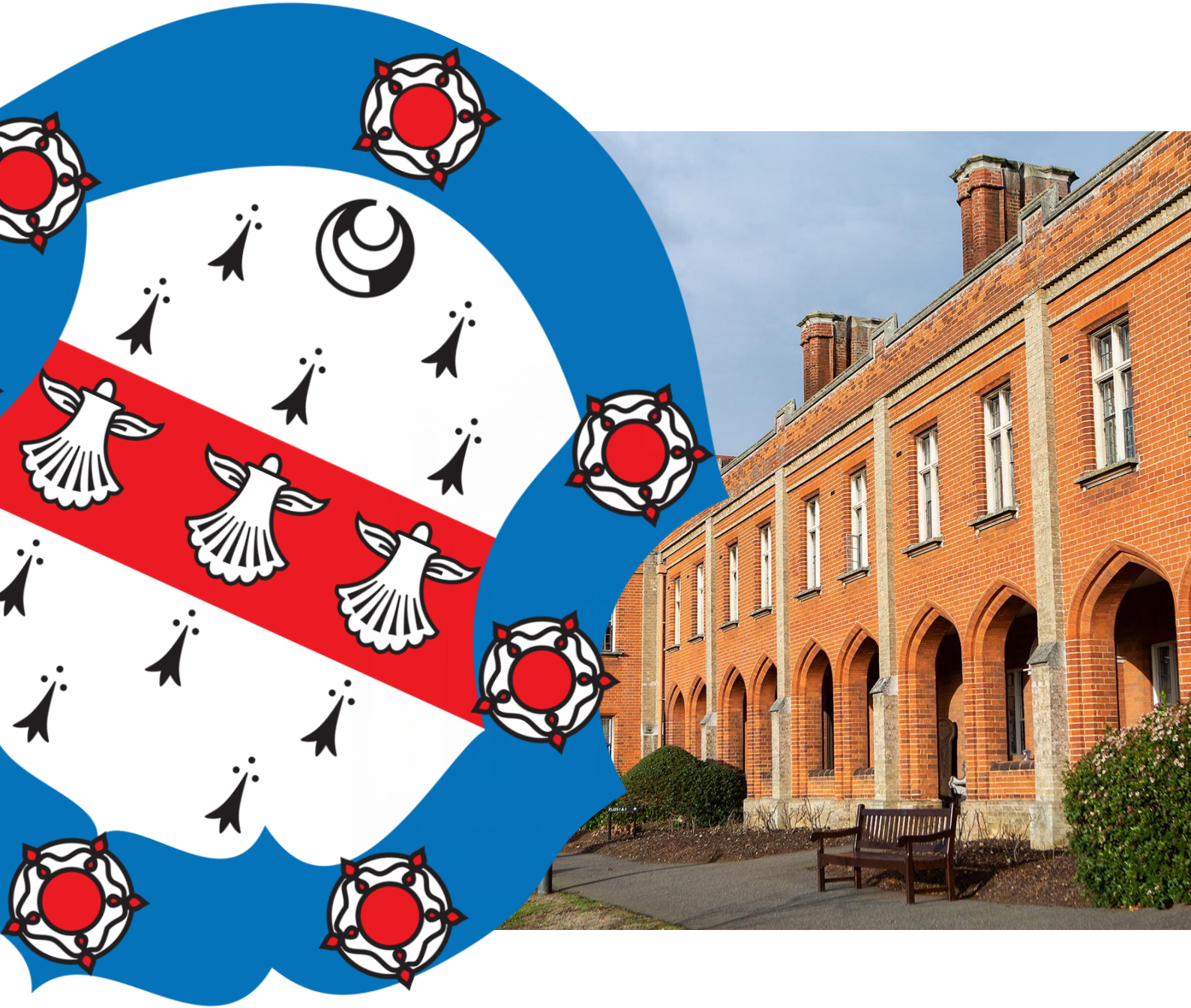




Seckford Foundation

a foundation for life



Work With Us
Data Administrator
Application Pack

Data Administrator

£24,929 per annum

30 hours per week, 42 weeks per annum

Permanent

An exciting opportunity has arisen for a Data Administrator to join the IT Services team at Woodbridge School, part of the Seckford Foundation. Reporting to the Head of IT Services, this role will play a key part in supporting both the school and associated care home by ensuring the effective management, integrity, and security of data systems across the organisation. Working within a collaborative team environment, the successful candidate will contribute to the smooth operation and continuous improvement of the Foundation's data services.

The role will involve day-to-day use and administration of the School's Management Information System (MIS), currently iSAMS, alongside other data platforms. Responsibilities will include managing user access for staff, pupils, and parents, maintaining accurate records, supporting statutory reporting requirements, and assisting with assessment and data analysis processes, while ensuring high standards of data quality and GDPR compliance. The post holder will also support the wider IT Services team by resolving escalated data-related issues, documenting processes, improving efficiency, and maintaining secure data handling practices, including audits and Subject Access Requests.

This is an excellent opportunity for a proactive, organised, and analytical individual who is committed to continuous professional development. The successful candidate will benefit from ongoing training opportunities and will play an important role in shaping and enhancing data processes, helping to ensure the Foundation continues to deliver high-quality services to its staff and students.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: 27 June 2026

Interviews: W/C 29 June 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Seckford Foundation is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS)

JOB DESCRIPTION

Job Title: Data Administrator	
Department: Operations	
Hours: 30 per week	Accountable to: Head of IT
Job Purpose: Based at Woodbridge School, the role will be to assist the IT Services team in providing data services to the School and Care home. Day to day the role will be the use of the School's Management Information System (MIS), which is currently iSAMS.	
KEY RESPONSIBILITIES:	
Data Management: <ul style="list-style-type: none">• To manage user access to data systems, for staff, pupils and parents;• To manage pupil, staff and parent records;• Oversee the secure transfer of data to external bodies;• To ensure data across the Foundation is of the highest quality, performing data cleansing where needed.	
Reporting & analysis: <ul style="list-style-type: none">• Support preparation and submission of statutory returns, including the School Census;• Administer assessment cycles, mark sheets and grading structures;• Support pupil progress tracking, target setting and attainment analysis.	
Process Improvement: <ul style="list-style-type: none">• Identify and implement efficiency improvements.	
Systems & Support: <ul style="list-style-type: none">• To take and complete escalated tickets from the IT services team regarding issues with Data Systems;• To create and keep up-to-date documentation on process and tools.	
Data Protection and Security: <ul style="list-style-type: none">• Ensure GDPR compliance in all data handling processes;• Working alongside the IT Services team, ensure access controls are appropriate;• Conduct regular data audits;• Support data protection policies and procedures;• Maintain secure data transfer protocols;• Assist with Subject Access Requests where needed;• Assist with Subject Access Requests, in conjunction with the DPO and the IT Services team.	

Training & Development

- To undertake available training opportunities and demonstrate a commitment to continuous development;
- To carry out the above duties in accordance with Foundation policies;
- Work as part of the wider IT Services team to develop ideas and processes to ensure the security and integrity of the systems maintained;
- Travel as required to support any sites within the organisation when needed.

GENERAL RESPONSIBILITIES:

Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection/Vulnerable adult's statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Relevant IT qualification or equivalent IT experience; 	✓	
<ul style="list-style-type: none"> Data management qualification. 		✓
Knowledge and Experience		
<ul style="list-style-type: none"> Basic IT Skills; 	✓	
<ul style="list-style-type: none"> Knowledge of Microsoft Windows 10/11 and Office/ M365; 	✓	
<ul style="list-style-type: none"> Experience with SharePoint; 		✓
<ul style="list-style-type: none"> Experience of working in a school-based environment; 		✓
<ul style="list-style-type: none"> Previous use of iSAMS; 		✓
<ul style="list-style-type: none"> Understanding of data protection regulations GDPR. 		✓
Skills and Attributes		
<ul style="list-style-type: none"> Good communication and inter-personal skills; 	✓	
<ul style="list-style-type: none"> Use of Microsoft products; 	✓	
<ul style="list-style-type: none"> Effective communication and interpersonal skills; 	✓	
<ul style="list-style-type: none"> Ability to work to deadlines; 	✓	
<ul style="list-style-type: none"> Excellent organizational and analytical skills. 	✓	
Safeguarding		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Willingness and ability to be flexible and open to change; 	✓	
<ul style="list-style-type: none"> Proactive; 	✓	
<ul style="list-style-type: none"> Demonstrate a 'can do' attitude. 	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.
Application forms can be downloaded from the School's website
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Data Administrator" in the title line to:
recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.