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| **Job Title** | Data Administrator  |
| **Reports to** | CRM Manager |

**Job Purpose**

The IT Department provides all of the Eton College’s information and communications technology services for more than 2,000 users, both inside and outside of the classroom. You will report directly into the CRM Manager and will be responsible for the input of data on Eton’s external relations database, Access CRM. The successful candidate will need to have a keen eye for detail to ensure accurate input of data ensuring all activity is compliant with current Data Protection regulations. You will also support the wider internal departments with data requests.

**Key Tasks and Responsibilities**

* Responsible for ensuring the input of data in the external and internal contact databases;
* Responsible for processing of all data amendments, updates and data cleaning, ensuring they are done in a timely manner and on a regular basis;
* Ensure all activity on the database is compliant with current Data Protection regulations and fit for purpose;
* Support internal departments with data requests, both regular and ad hoc.;
* To cover any other task deemed appropriate;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following;

* Accurate data entry with a sharp eye for detail;
* Aptitude for pattern recognition;
* Demonstrable experience using CRM systems;
* Good understanding and experience of data entry;
* A good understanding of information and data protection legislation;
* Good organisational and administrative skills, with the ability to manage a busy workload and meet deadlines;
* Must be proficient in the Microsoft Office suite of applications, with particular strengths using Outlook, and Excel;
* Ability to organise and prioritise own workload;
* Ability to work autonomously on day-to-day enquiries;
* Ability to work effectively within a team environment.

You may enjoy this role if;

* You have a ‘can-do’ attitude – you love getting stuck in and you’re not fazed by a heavy volume of work and fast changing priorities;
* You’re flexible and have a keen eye for detail – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to- do list so nothing slips through the cracks.

**Working Pattern**

* Your working hours will be 8am to 4pm, Monday to Friday, with one unpaid hour for lunch each day;
* 52 weeks per year;
* 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days);
* When a bank holiday falls within a school term period, this is considered to be a working day and a day off in lieu will be given.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**