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

|  |
| --- |
| **Job Purpose** |
| Responsible for the input of data on Eton’s external relations database, Access thankQ. |
| **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 and promotion of equality, diversity and inclusion. * All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential. * Commitment to safeguarding and promoting the welfare of children, including by 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, the incumbent should have:   * Accurate data entry with a sharp eye for detail. * Aptitude for pattern recognition. * Demonstrable experience using CRM systems (ThankQ preferred). * Good understanding and experience of data entry, experience of database management is desirable. * 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. * A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, and Excel. Advanced level experience would be advantageous. * Ability to organise and prioritise own workload. * Ability to work autonomously on day-to-day enquiries. * Ability to work effectively within a team environment.   **Working Pattern**   * Your working hours will be 35 hours a week, Monday to Friday, with one hour for lunch. * You will be working 52 weeks per year. * You will be entitled to 21 of holiday. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.     **Disclosure Checks**  Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period. |
|  |
|  |