Job Role: Data & Systems Administrator

Bournemouth

Part Time | 22.5 Hours per Week | Term Time Plus 4 Weeks

Salary: Grade E, SCP 7 (£27,274) – SCP 11 (29,071)

Start Date: December 2026

Permanent

Are you an organised and detail-oriented administrator looking for a varied role where your work makes a real difference?

We are looking for a Data & Systems Administrator to join our friendly and supportive central team. This is an exciting opportunity for someone with strong administrative skills who enjoys working with information, supporting colleagues and helping systems and processes run efficiently.

Whether you already have experience in data administration or are an experienced administrator looking to develop new skills, we can offer training, support and opportunities for professional growth.

About the Role

You will play an important role in supporting colleagues across the organisation. You will help maintain accurate records, provide day-to-day administrative support, assist with reporting, and respond to routine system and data queries.

This is a varied position that combines administration, organisation, customer service and data management, making it ideal for someone who enjoys a diverse workload and takes pride in producing accurate work.

What You'll Be Doing

- Maintaining accurate records and information across a range of systems.
- Providing administrative support to colleagues and responding to routine enquiries.
- Preparing reports and assisting with data checks and quality assurance activities.
- Supporting user accounts, access requests and system administration tasks.
- Assisting with compliance, record-keeping and information management processes, whilst identifying where improvements can be made.
- Helping coordinate online training and organisational communications.
- Supporting meetings, projects and other central team activities.
- Contributing to continuous improvements in administrative processes and ways of working.

What We're Looking For

We are seeking someone who:

- Has excellent organisational and administrative skills.
- Pays close attention to detail and takes pride in accurate work.
- Is confident using Microsoft Office applications, particularly Excel, Word and Outlook.
- Has strong communication and interpersonal skills.
- Can manage multiple priorities and work to deadlines.
- Enjoys solving problems and supporting colleagues.
- Works effectively both independently and as part of a team.
- Is willing to learn new systems and develop their skills.

We'd Love to Hear From You If You Have

- Experience in an administrative, office support or coordination role.
- Experience in maintaining records, databases or spreadsheets.
- Experience in producing reports or handling information with accuracy and confidentiality.
- Knowledge of information management or compliance processes (desirable but not essential).

What We Offer

- A welcoming and supportive team environment.
- Opportunities for training and professional development.
- A varied role with opportunities to develop administration, data and systems skills.
- Flexible part-time working arrangements.
- The chance to make a meaningful contribution to an organisation focused on delivering excellent services.

Should you have any questions regarding the role, please contact : hr@coastalpartnership.co.uk

Closing Date: Sunday 15th November 2026

Interview Date: TBC

In accordance with our safer recruitment practices, CVs from external candidates will not be accepted.

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Job Role: Data and Systems Administrator

Responsible To

Head of Operations

Location:

Central Office, Heathlands Primary Academy with occasional visits to sites as required.

Hours:

22.5 hours per week, term time plus 2 weeks.

Key Tasks & Responsibilities

Data Administration and Reporting

- Support the accurate maintenance of organisational data across a range of systems.
- Assist colleagues with routine data queries and provide guidance on established procedures.
- Prepare and distribute reports for leaders and other stakeholders.
- Carry out data checking and validation activities to help maintain the accuracy and quality of information.
- Support periodic data collection exercises and statutory returns.
- Assist with the transfer, import and updating of information between systems where required.
- Help identify opportunities to improve the quality and consistency of data.

Systems Administration and User Support

- Act as a first point of contact for routine systems enquiries from colleagues.
- Support staff with access requests, account setup and user administration.
- Liaise with system providers and support services where issues need further investigation.
- Help maintain guidance materials and share tips and best practice with users.
- Assist in monitoring system usage and escalating concerns where appropriate.
- Support the ongoing administration and development of digital systems used across the organisation.

Online Learning and Communications Support

- Assist with the administration of online training and information resources.
- Allocate training and reading tasks in accordance with organisational requirements.
- Monitor completion and provide updates or reports when required.
- Support the maintenance of internal communication platforms and shared resources.
- Help ensure information published internally remains current, accurate and accessible.

Information Governance and Compliance Support

- Provide administrative support for data protection and information management activities.
- Help coordinate responses to information requests and gather supporting documentation.
- Maintain records and documentation relating to compliance activities.
- Support colleagues in following organisational procedures for information handling and storage.
- Escalate complex queries and issues to senior colleagues when required.
- Assist with reviews of policies, processes and records to ensure they remain up to date.

General Administrative Support

- Provide administrative assistance to central team colleagues as required.
- Support meetings through preparation of documentation, record keeping and follow-up actions.
- Maintain accurate records and electronic filing systems.
- Assist with projects and initiatives across the organisation.
- Undertake routine data entry and document management tasks.
- Carry out other duties appropriate to the level of the role.

Person Specification

Essential	Desirable
• GCSE (or equivalent) in English and Mathematics. • Good IT skills, including Microsoft Office applications. • Excellent attention to detail and accuracy. • Strong organisational and time-management skills. • Good written and verbal communication skills. • Ability to manage a varied workload and meet deadlines. • Ability to work independently and as part of a team. • A positive and professional approach to supporting colleagues. • Willingness to learn new systems and undertake relevant training. • Ability to travel between locations where required.	• Experience in an administrative role involving data entry or record management. • Experience of working with databases or information systems. • Experience of producing reports or working with spreadsheets. • Knowledge of data protection principles. • Experience of providing customer or user support. • Experience of working in an education, public sector or multi-site organisation.