**THE LADY ELEANOR HOLLES SCHOOL**

**JOB DESCRIPTION**

**POST TITLE:** Data Coordinator

**RESPONSIBLE TO:** Manager of Digital Strategy for Administration Services

**MAIN PURPOSE OF POST:** To take responsibility for the quality and successful use of data held in the school, ensuring the full strategic exploitation of the school’s Management Information System (MIS) and supporting all relevant functions of the school and its management.

**MAIN DUTIES:**

* Support all the day-to-day requirements of staff with respect to data.
* Share and distribute data, formatted and presented to the highest standards.
* Design and run data queries as required, incorporating numerical analysis into clear, concise reports to meet the needs of members of the school’s SMT.
* Provide back up support for cover in emergencies.
* Maintain and extend your own knowledge through training and attendance at CPD events.
* Support the use of data in specific school activities, including, but not limited to:

1. preparation of summative data following pupil assessments (including public examinations when required)
2. preparation and publication of pupils’ academic reports
3. preparation and analysis of pupil tracking data
4. presentation and analysis of entrance examination data
5. maintaining Nova T and managing SQL on SIMS

* Advise and train staff in the relevant uses of the MIS and other software used for data analysis, on a group and individual basis, both ad hoc and as part of a schedule.
* Maintain MIS to ensure courses and curriculum choices for students are accurate and up to date.
* Liaise as necessary with: SMT; school technical, support and teaching staff; external bodies, including Capita.
* Comply with the School’s relevant data protection policies and procedures as they relate to the School’s MIS.

**GENERAL**

* To take part in training programmes provided by the school.
* To undertake such other duties which may be reasonably required.

**SAFEGUARDING**

* To adhere to school policy on safeguarding and updating training as required.
* To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

**LADY ELEANOR HOLLES**

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Assessment**  **(Application Form/**  **Interview/Reference)** |
| A track record of successful data management and the ability to develop effective systems | ✓ |  | AF/I/R |
| A degree level qualification and sufficient numerical skills to support all the requirements of the post | ✓ |  | AF/I |
| Attention to detail and a desire for the highest levels of accuracy | ✓ |  | AF / I / R |
| Reliability and a commitment to maintaining high professional standards | ✓ |  | AF/ I |
| Discretion and the ability to deal sensitively with children and parents | ✓ |  | AF / I / R |
| The ability to prioritise, work calmly under pressure and respond positively to varying workloads | ✓ |  | AF/ I / R |
| Excellent written and oral communication skills | ✓ |  | AF / I / R |
| Excellent team working skills | ✓ |  | I / R |
| An understanding and commitment to adhering to school policy on safeguarding | ✓ |  | AF /I |
| A willingness to work additional hours if required | ✓ |  | I/R |
| A sound knowledge of Microsoft Word and Outlook | ✓ |  | AF/I |
| A sophisticated knowledge of Microsoft Excel, including the use of formulae for calculations | ✓ |  | I |
| Experience of working with an MIS | ✓ |  | AF/I |
| Analytical/technical academic qualifications |  | ✓ | AF |
| A knowledge of database software, such as Microsoft Access |  | ✓ | I |

**TERMS AND CONDITIONS**

**Appointment**

Part-time to Full-time: To start on 30 hours per week, Term-time 34 weeks a year (plus 3 weeks) with possible requirement to expand to full time hours of 37.5 hours per week. Consideration may be given to suitable applicants who wish to work for fewer weeks.

**Notice Period**

During the probationary period, the period of notice will be two weeks on either side.

After the successful probation period the notice period will be one month on either side.

**Probation Period**

The probation period is six months.

**Salary**

£28,374 - £30,292 p.a. (full time equivalent) depending on experience

**Holiday Entitlement**

You will be entitled to paid holiday and bank holidays pro rata to that of a full time post (20 days leave, plus 8 days bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post 34 weeks (plus 3 weeks), you are not entitled to take any annual leave during term time.

All holidays should be taken during school holiday periods which are confirmed each year in the School Calendar. Annual leave may not normally be carried over into the following holiday year.

**Pension**

Non-teaching staff may join Lady Eleanor Holles School’s Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

**Other Benefits**

* Free lunches
* Generous occupational sick pay scheme
* Learning and development opportunities, including financial support for postgraduate study
* Christmas closure
* 'Care First' Employee Assistance Programme
* Occupational Health Service
* Cycle to work scheme
* Free car parking on site
* Use of 25-metre swimming pool at specified times
* School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton Boys' School
* Employer contribution into a pension scheme

**Statutory Checks**

An offer of employment is conditional on the following:

* Sight of your passport and verification of Right to Work in the UK
* Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
* Sight of the original of your marriage certificate (if applicable)
* Sight of the originals of your relevant qualifications
* A check of the Barred List/List 99 check
* A satisfactory enhanced DBS criminal record check
* Confirmation of medical fitness including completion of a Medical Questionnaire
* Completion of Bursary Form
* Check of employment history (including satisfactory explanations for any gaps)
* Check of references
* Overseas checks (where applicable)

**Safeguarding Commitment**

*Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).*

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| Applicants should complete the School’s own application form to be received by noon on the closing date of Friday 16th March 2018.  CVs will not be considered and should not be submitted.  An application pack is available from Human Resources or from the School’s website [www.lehs.org.uk](http://www.lehs.org.uk)  Lady Eleanor Holles  Hanworth Road, Hampton, Middlesex TW12 3HF  Tel: 020 8979 1601  [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk) |