

## **JOB DESCRIPTION**

**Job Title:** Data Assistant

**Department:** Data

**Responsible to:** Data Manager

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### **Job Purpose**

To assist the Data Manager in providing an accurate and timely data service in line with internal and external requirements, to support the academy's use of data to raise standards.

### **Duties**

#### ***Timetable***

- 1.1 To assist with the inputting of timetable data into the MIS including students' banding and setting, teaching groups and assignment of students.
- 1.2 To print and distribute timetables and send to staff and students at the start of the academic year and throughout the year as required.
- 1.3 To administer student timetable changes, room changes, staff teaching group changes and blocking off periods when required.
- 1.4 To allocate and record EELs on a termly basis, ensuring allocation is fair, changes are made on the MIS and new timetables are issued to students. To process required EEL changes throughout the year, liaising with teachers for authorisation of the change.
- 1.5 To collate Year 8/9 options information annually, liaising with teachers and inputting agreed actions into the MIS.

#### ***Students***

- 2.1 To import and export Common Transfer Files (CTF) securely via the S2S website when students leave or arrive to ensure smooth transfers.
- 2.2 To assist with preparation of Year 6 student data, liaising with the LEA and primary schools.
- 2.3 To assist with obtaining student information for mid-year admissions from students' previous schools and liaising with Head of Subjects to build their timetable.
- 2.4 To assist with the annual distribution of student data forms and updating of student personal information as required.
- 2.5 To manage SEN link from the MIS to Provision Map Writer at the start of the academic year and throughout the year for new students.

## **Reports**

- 3.1 To compile the Weekly Performance Data Report.
- 3.2 To run, check and distribute reports as requested by the Data Manager
- 3.3 To assist with inputting and updating of CATs, SATs, FFT data, SEND
- 3.4 To assist with the preparation of reports and information including Target Setting Day; Year 11 profiles; Honours Certificates and data for parental access.
- 3.5 To assist in the checking of online reporting information in the MIS including assessment targets and results
- 3.6 To assist with the production of data reports for SLT, organising data from multiple sources and collating into a coherent graphical representation.

## **Other**

- 4.1 To administer the Show my Homework system and work with stakeholders to this is effective
- 4.2 To scan documents and upload to relevant online file storage facilities.
- 4.3 To assist in communications with outside agencies regarding students and data requests.
- 4.4 To assist with data protection and quality assurance control.
- 4.5 To assist with exam result reports including distribution to students on results days.

## **General**

- 5.1 To attend required meetings and training sessions
- 5.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 5.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' Health & Safety Policies and Procedures. This includes completion of online health and safety training
- 5.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 5.5 To maintain confidentiality in all academy related matters
- 5.6 To undertake any other duties commensurate with the post, as directed by Line Manager

## **Other clauses:**

- 1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- 2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- 4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy.
- 5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- 6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## **PERSON SPECIFICATION**

| <b>Criteria</b>                      | <b>Standard</b>  | <b>Essential /Desirable</b> |
|--------------------------------------|--|-----------------------------|
| 1. Specialist Knowledge & Experience | <ul style="list-style-type: none"> <li>• Experience of working in an administration role including               <ul style="list-style-type: none"> <li>- inputting data</li> <li>- maintaining accurate records</li> <li>- producing reports</li> </ul> </li> <li>• Knowledge of Data Protection</li> <li>• Advanced IT skills including Excel and databases</li> <li>• Minimum GCSE English &amp; Maths Level 4 or equivalent</li> </ul>                   | E                           |
|                                      | <ul style="list-style-type: none"> <li>• Experience of working in a School Data role</li> <li>• Experience of using a Management Information System</li> <li>• Experience of using Google (mail; calendar; drive)</li> <li>• Educated to A Level or equivalent</li> </ul>  | D                           |
| 2. Organisation & Planning           | <ul style="list-style-type: none"> <li>• Experience of managing a multiple tasks to deadlines</li> </ul>   | E                           |
| 3. Problem Solving & Initiative      | <ul style="list-style-type: none"> <li>• Experience of resolving problems by assessing situation and using judgement for best course of action</li> <li>• Experience of using initiative and working independently</li> <li>• Ability to stay calm under pressure</li> </ul>   | E                           |
| 4. Communication                     | <ul style="list-style-type: none"> <li>• Excellent communication skills with ability to use clear language to communicate information unambiguously both verbally and in writing</li> </ul>  | E                           |
| 5. People Skills & Customer Focus    | <ul style="list-style-type: none"> <li>• Experience of providing excellent customer service with the ability to be proactive and anticipate customer needs</li> <li>• Experience of building and maintaining effective relationships with others and negotiating effectively</li> <li>• Experience of working effectively as part of a team</li> <li>• Demonstrate a commitment to equality</li> </ul>   | E                           |
| 6. Flexibility & Adaptability        | <ul style="list-style-type: none"> <li>• Willing to work flexibly to meet business needs including working across both academies</li> <li>• Willing to develop and learn in the role and undertake appropriate training courses</li> </ul>   | E                           |
| 6. Safeguarding                      | <ul style="list-style-type: none"> <li>• Understanding of safeguarding / child protection procedures</li> </ul>  | E                           |
| 7. Other                             | <ul style="list-style-type: none"> <li>• Requirement to use VDU</li> <li>• Regular requirement to use VDU</li> <li>• Willing to develop and learn in the role and undertake appropriate training courses</li> <li>• Role requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy and Witham Sixth Form Centre.</li> <li>• Ability to work including working exam results days in holiday periods</li> </ul> | E                           |