



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title:	Data Assistant
Purpose:	To assist the Principal and Senior Leadership Team and Regional Data Manager in their data requirements.
Responsible to:	The post holder is responsible to the Principal through the Deputy Principal with responsibility for Data.
Main (Core) Duties:	• Ensuring that the pupil database is maintained accurately and that appropriate people are informed of relevant changes. • Inputting room changes, teacher timetable changes and group changes on a regular basis in the school Management Information System (e.g. Nova T6 and SIMS), liaising with Head of Department as appropriate. • Maintain accuracy of database ensuring letters / reports generated from the school Management Information System are accurate and queries discussed with the Head of Year. • Ensuring assessments are completed for all year groups as per Academy calendar, including full reports, interim reports, Progress Checks and Teacher Assessments. • Assisting the Deputy Principal with responsibility for Data and the Regional Data Manager in the analysis of pupil assessment data. • Assisting the Deputy Principal by Administering the Option process, inputting the Year 9 and 10 Option requests. • Checking Census data with particular emphasis on SEN / FSM / Medical / More Able / Pupil Premium Indicator sections, liaising with relevant staff where appropriate. • Using profiles within SIMS to manage the full report to all parents on an annual basis, including proof reading, amending, printing, collating and distributing pupil reports to parents. • Ensure student references are administered effectively, liaising with relevant staff where appropriate.

- Maintain Course Manager by liaising with the Exams Manager, Data Manager and Heads of Department in ensuring all Course Memberships and coding is accurate.
- Complete weekly behaviour analysis reports for the relevant Deputy Principal.
- Ensure attendance, Attainment & behavioural analysis is accurate
- Be the first line contact for teaching staff in respect of SIMS issues and support.
- Ensuring that the confidentiality of sensitive data is not compromised.
- Any other duties deemed appropriate to grade and skills and requested by the Regional Data Manager.
- Deputise in the absence of the Regional Data Manager in the data management for the academy.
- Be First Aid trained.

All adults employed by the Academy are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.