

JOB DESCRIPTION – Data Assistant

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: Data Manager

Grade: 2

Hours: 20 hours per week – Term Time Only plus 5 days

Section: Data

JOB PURPOSE: Responsible for the day to day maintenance of the student data in SIMS to ensure all information is current and accurate. Assist with the input, preparation and production of Student Assessment Data in Assessment Manager. Provide support to Data & Exams Team with tasks appropriate to the role of Data Assistant.

Key Tasks and Responsibilities:

Data

- Responsible for the input and maintenance of all student data into the SIMS database.
- Assist the Data & Exams Team in ensuring the accuracy of the data by preparing data reports, which includes the validation and rectification of errors.
- Maintain Tutor/Co-tutor details in Pastoral Structure within SIMS.
- Responsible for the maintenance, operation and entering of Appointments in the Parents Evening Online Booking System (training provided).
- Assist the Data & Exams Team in the production of the school census for the DFE.
- Process Admissions & Leavers (students) in SIMS and associated databases as requested ensuring all data (CTF's) is passed on to the relevant parties.
- Liaise with the local authority and other schools in relation to the transfer of student data.
- Deal with queries from parents/other schools/other agencies in relation to student data ensuring compliance with the Data Protection act at all times.
- Attend on-going training relating to the SIMS database to ensure the day to day running of the system and its integrity.
- Using the SIMS system assist in the accurate input of student assessment data.
- Lead on administration and maintenance of the Literacy Assessment system (training provided).
- Assist Assessment Lead in preparation/production of mark sheets and student reports to support progress and reporting days/evenings.
- Assist with maintaining/updating spread sheets with student data linked to SIMS
- Responsible for Input & Analysis of parent evening/progress day attendance.
- Assist Assessment Lead in creating analysis spread sheets from SIMS Assessment for use by faculty Heads.
- Assist with input of student class/set changes in curriculum assignment.

Other Duties

- To work positively as part of the support staff team.
- To participate in the performance management reviews.
- To undertake any other duties that may be reasonably deemed part of the role.

The post holder must carry out his or her duties with full regard to the Academy's Equal Opportunities Policy.

Safeguarding

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: D Burrows March 2019

PERSONNEL SPECIFICATION

ATTRIBUTES	REQUIREMENTS
KNOWLEDGE	<ul style="list-style-type: none">• Clerical and Administration Systems• SIMS System• Literacy Assessment Online System• SIMS Student details & Assessment Manager• SIMS Reporting
SKILLS & ABILITIES	<ul style="list-style-type: none">• High Level of accuracy for inputting and checking data.• Able to Liaise and communicate effectively with staff.• Able to receive and give instructions• Able to follow and adhere to procedures.• Able to have an organised/flexible approach to changing priorities.• Able to use own initiative.• Strong numeracy and literacy skills• Able to operate computer equipment• Able to work on own.• Able to follow instructions• Able to work as a team member.• Able to screen callers/telephone enquiries• Able to effectively maintain all records• Able to file accurately in numerical, code or subject order• Fully conversant with Excel/Word to ITQ Level 2• Ability to prioritise and work to tight deadlines• To take initiative to solve problems
QUALIFICATIONS	<ul style="list-style-type: none">• Achieved a level of education/and or experience equivalent of 5+ GCSE'S A-C

