



## AMPLEFORTH ABBEY AND COLLEGE

### DATA ANALYST (AMPLEFORTH COLLEGE) – FIXED TERM FOR 6 MONTHS

#### Job Description

To facilitate, under the direction of the Data Manager, the provision of a complete, up-to-date and well maintained data management environment to the full College community. Carry out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation. Satisfy all criteria and checks relating to suitability to work in a school environment.

#### Main Duties

Under the guidance and instruction of the Data Manager:

1. Analyse and document the data used within the College and the business processes used to capture and maintain that data
2. To specify changes to which data is held and/or how it is processed in order to best maintain compliance with the College's data management policies
3. To review, update and audit the College's data management policies for completeness and appropriateness
4. Providing one-to-one data management support to academic staff within Ampleforth College
5. Carrying out any other reasonable duties as requested by the academic Senior Leadership Team or Procurator's Senior Management Team via the Data Manager

#### Resources Managed

Nil

#### Line Manager and Annual Appraisal Reporting Officer

Data Manager (Ampleforth College)

#### Annual Appraisal Counter-signing Officer

Head