

Job Description – Data Assistant

Data Assistant

Responsible to: Data Manager

Responsible for: N/A

Salary details: Grade 2, SCP 3-5 (37 hours per week, 52 weeks per year)

Vision and purpose:-

- To work under the direct instruction of the Data Manager to facilitate the efficient running of the academy.
- To assist with all areas relating to data matters.
- To assist with the administration and co-ordination of pupil data collection and analysis.
- To assist with the management of all pupil data systems ensuring data is accurate and up-to-date.

Core duties:-

This list of responsibilities is not exhaustive, but includes the following:

- Support with the administration of pupil data collections, including inputting and maintaining assessment information across management information systems.
- Support in the operation, updating and maintenance of all data systems.
- Support with the preparation of internal and external reports, including statutory returns such as the School Census.
- Support with timetabling requirements.
- Support with the administration of reports to parents.
- Support with the organisation of staff cover.
- Assist with GCSE and A-Level results days.
- Update data collection detail changes throughout the academic year on the academy's Management Information System (MIS).
- Support the Admissions Officer with the input of new cohort student data.
- Be responsible for issuing electronic parent communications.

General duties:-

- All staff must know about their roles and responsibilities under the terms of the Academy's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.
- Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- All staff must know what to do in the event of the fire alarm sounding.
- All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer.
- All staff are required to follow all agreed Academy policies and procedures.

- Staff should, at all times, set an example of personal integrity and professionalism.
- Staff should be aware of and support difference to help ensure everyone has equal access to the services of the Academy and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Staff should uphold the ethos, aims and contribute to the development and achievement of the Academy's strategic and development plans.
- Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.
- Staff should attend and participate in meetings as required.
- Undertake training as required, in order to stay up-to-date with systems and processes.
- Support with ad-hoc data-related and administrative tasks as required.

Safeguarding:-

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from Early Help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To always consider what is in the best interests of the child
- To take action to enable all students to have the best outcomes

Additional agreed areas of responsibility:-

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use and development of ICT as required.

The role will participate in the Academy's arrangements for performance and professional development and the Academy's arrangements for quality assurance and internal verification.

All staff are part of the whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

George Salter Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you

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disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



GEORGE SALTER ACADEMY

Person Specification – Data Assistant

Category	Essential	Desirable	Method of Assessment
Qualification and Training	A good level of general education, including GCSE Maths and English at Grade A –C	- NVQ Level 3 or equivalent qualification or experience in relevant discipline. - Evidence of CPD	Application form
Experience	- Experience of operation of Management Information Systems (preferably SIMS or Arbor) - Experience of working in an administrative or data-handling role in an educational environment - Experience working as part of a team and supporting others in order to achieve a shared vision/goal		Application form and Interview
Skills and Knowledge	- Competent in the use of Microsoft Office - High level of accuracy and attention to detail - Good organisational and time management skills	First Aid training or willing to undertake first aid training	Application Form and Interview
Personal Attributes	- Demonstrate an ability to cope with stressful/conflict situations - The ability to deal with a range of people, including other professionals and parents in an effective and polite manner. - Willingness to partake in CPD.		Application form and Interview.