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**Specific Duties/Accountabilities**

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| **Job title** | Data Assistant |
| **Reporting to** | Data and Timetable Manager, Business Manager, Assistant Head for Exams/Data |
| **Line Management Responsibility** | None |
| **Main purpose of the job** | * Assist the Data Manager with developing and maintaining the school’s Management Information Systems across the school |
| **Status** | Permanent role |
| **Salary** | Scale 5£24,462 to £25,809 for full time |
| **Hours** | 36 hours per week (part time may be considered) |

**Main Duties**

* To assist with the management and development of SIMS and its role in raising standards across the school, including inputting, processing, analysing data and producing reports as required.
* Manage and maintain SIMS Assessment Manager and other third party software, including but not limited to 4Matrix, ALPS, FFT, Power BI.
* Quality assure that data capture marksheets are up to date and accurate by regularly liaising with the Assistant Headteacher and Heads of Department.
* Maintain academic and pastoral structures within the database.
* Ensure any documentation produced is to a high standard
* To ensure data security and confidentiality is maintained at all times.

**Data Collection**

* With the Data Manager, ensure that robust and efficient processes and systems are in place for secure data capture and analysis.
* Plan and co-ordinate the school’s assessment data collection cycle, including maintaining existing data drop guides/emails and create new ones where appropriate.

**Data Analysis**

* Working closely with the Data Manager, providing data analysis of all internal assessment data, pupil progress and examination results for SLT, Governors, Head of Departments etc.
* Analyse and manipulate data in Excel where third party systems where necessary.
* Create and maintain SIMs reports of various complexity to assist staff with their own analysis
* Assist with the analysis of assessment and examination results, with 4matrix, ALPS, Excel etc.

**Targeting**

* Assist with developing the targeting procedure and publish individual pupil targets for all subjects at the start of the year.
* Ensure data for new starters is collected and CATs tests taken in liaison with the Exams Officer and input relevant data to assist with targeting.

**Census returns and DfE checking**

* To assist with the management and preparation of statutory Census returns in good time and dealing with any queries that arise after submission.
* Assist with reporting accurate data to the DfE, such as the DfE data checking exercises.

**Exam data**

* To liaise with the Examinations Officer to ensure all external examination results are imported into the relevant systems for further analysis.
* Support the Data Manager and Exams Officer to enable the production of examination results analyses immediately after the release date.
* Assist in the preparation and organisation of examination results for distribution to candidates during August results days.

**Continuing Professional Development**

* Keep up to date with and respond to educational developments which have implications for data management and analyses of pupil assessment data.
* Participate in training and other learning activities to develop all aspects of the school’s data management systems.
* Undertake continued professional development as required in order to improve knowledge, skills and efficiency of area

**Other**

* Any other duties of a similar nature related to the post which may be required from time to time.

**General Accountabilities/Duties**

* Comply with all policies and procedures relating to safeguarding, child protection, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/aims of the school.
* Develop constructive relationships and communicate with other professionals.

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.

This job description will be reviewed and updated in line with the ongoing educational developments and the changing needs of the school. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Headteacher or Business Manager.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED

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**Person Specification**

**Qualifications**

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|  | **Essential** | **Desirable** | **Assessed by**   * **Application** * **Tasks** * **Formal Interview** * **Reference** |
| GCSEs (A\*-C, 9-4) in English and Maths | X |  |  |
| Right to work in UK | X |  |  |

**Experience, Skills and Competencies**

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|  | **Essential** | **Desirable** | **Assessed by**   * **Application** * **Tasks** * **Formal Interview** * **Reference** |
| Excellent knowledge in the use of  Microsoft Office packages, particularly Excel. |  | X |  |
| Ability to work with MIS data tracking systems and able to analyse data. |  | X |  |
| Excellent written and verbal communication skills. | X |  |  |
| Good numeracy skills. | X |  |  |
| Can communicate to a wide range of audiences | X |  |  |
| Good organisational and time management skills. With the ability to prioritise and work calmly under pressure with varying and tight deadlines | X |  |  |
| A team player who is enthusiastic and willing to persevere in the face of challenges and adapt to changes. |  | X |  |
| Ability to relate well to children and adults | X |  |  |
| Ability to work accurately, under own initiative and in an organised and flexible manner. | X |  |  |
| The ability to interpret, analyse and disseminate information in a range of different media to all levels of staff. |  | X |  |
| Ability to present information in a logical and systematic manner |  | X |  |
| Knowledge and awareness of Data Protection legislation |  | X |  |
| Accuracy and attention to detail. | X |  |  |

**Knowledge and Understanding**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessed by**   * **Application** * **Tasks** * **Formal Interview** * **Reference** |
| An understanding of the importance of safeguarding and promoting pupil wellbeing and adhere to safeguarding policies and procedures |  | X |  |
| Understanding and knowledge of procedures and legislation related to confidentiality. |  | X |  |
| Ability to follow set procedures and use own initiative in a busy environment |  | X |  |
| Ability to work under pressure against changing priorities and competing demands |  | X |  |
| Self-motivated and able to work with minimum supervision and organize/manage own workload and priorities. |  | X |  |

**Personal and Professional Qualities**

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|  | **Essential** | **Desirable** | **Assessed by:**   * **Application** * **Tasks** * **Formal interview** * **Reference** |
| To work in a co-operative and polite manner with all stakeholders. | X |  |  |
| Excellent record of attendance and punctuality | X |  |  |
| Commitment to raising standards | X |  |  |
| Willingness to work flexibly and collaboratively |  |  |  |
| Demonstrate good co-operative, interpersonal and listening skills. | X |  |  |
| Willingness to share knowledge, expertise and experience and patience with those that are not data experts. | X |  |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities. | X |  |  |
| Maintain confidentiality in matters relating to the school, its students and its staff. | X |  |  |
| Ensure high standards are maintained, progressed and promoted in all areas of work | X |  |  |
| Commitment to support the ethos of the school | X |  |  |