**JOB DESCRIPTION**

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**JOB HOLDER:**

**JOB TITLE:** Apprentice – System Support Data Analyst

**SALARY:**  National Minimum Wage

**LOCATION:**  The English Martyrs School and Sixth Form College

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**REPORTS TO:** System Support Officer

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**Job Purpose**

To work alongside our System Support Officer to assist in the managing, maintenance and development of the schools data systems and reporting tools which assist to improve the productivity, efficiency and the overall effectiveness of the academy.

Complete the qualification required for this post with the training provider.

**Duties & Responsibilities**

1. To develop and provide student performance data for analysis, manage the creation and maintenance of grade sets, mark sheets and report templates for collection and distribution of data.
2. To check interim and summative reports as required by the reporting of the leadership group.
3. Developing understanding and working knowledge of SIMS and all other data management systems, including FFT Aspire and 4Matrix.
4. Using Microsoft Office, SIMS Assessment Manager and other related analysis tools to provide creative leadership in the manipulation of data and design of output formats in order to produce valued reports
5. To develop and maintain systems for collecting, collating and distributing academies performance data at a whole school and departmental level.
6. To proactively analyse assessment and performance data to show impact, problems and trends and work with the Deputy Headteacher on resolution.
7. To manage the design, distribution, collection and analysis of curriculum choices forms.
8. To ensure that curriculum and timetable information is kept up to date.
9. Ensure that Government guidelines are adopted for the collection of data.
10. Any other duties of a related nature which might reasonably be required.

Signed:

Name:

Date: