

Job Description	
Job Title:	Data and GDPR Assistant
Department/Group:	Associate Staff
Hours of Work:	Term Time plus 2 weeks (41 weeks) 36 hours per week, Monday – Thursday 8:15am-4pm (30 minute break) Friday 8:30am-4pm (30 minute break)
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose of Post:	
To assist the Data Manager in maintaining the school's Student Assessment Reporting Systems.	
Main Duties:	
<ol style="list-style-type: none"> 1. To support teaching staff ensuring timely and accurate student data is available, often to challenging deadlines. 2. Checking student report grades are entered, and supporting the Data Manager in following up missing grades with relevant staff. 3. Responsible for manual Sixth Form reports and maintaining identified groups, liaising with the Sixth Form office. 4. Maintaining and averaging of formulae on tracking sheets in SIMS. 5. Setting up new templates in the SIMS MIS in line with curriculum changes. 6. To be responsible for e-behaviour, developing the system, resolving staff queries and liaising with helpdesk support when necessary. 7. To provide support and training of the administrative staff in the Student Support Hub in all areas of SIMS e-behaviour. To be responsible for the maintenance of the e-behaviour module. 8. To assist the Data Manager in analysing and producing e-behaviour reports across the school. 9. To be responsible for e-assessment, developing the system, resolving staff queries and liaising with helpdesk support when necessary. 10. To support the Data Manager in the maintenance of the school's management information system. 11. Supporting the Data Manager by taking responsibility for elements of exam analysis, progress reviews and analysis involving year groups, subject groups and areas for development. 12. Supporting the Data Manager by carrying out data analysis for teachers and staff (e.g SEND, Student Premium and EAL). 13. To be responsible for providing sensitive information on staff and students to the Senior Leadership Team. 	

14. Downloading information from central websites and formatting to upload into SIMS and other generic data entry/analysis.
15. To assist in the maintenance of student records particularly student achievement and student progress information.
16. To centrally collect, recorded student data concerning the assessment of academic and personal progress, including designated internal and external tests.
17. To be responsible for the co-ordination and preparation of completed reports ready for the students, including monitoring reports, predicted grades, mock results and any others requested by the Headteacher.
18. To be responsible for the electronic uploading of all reports onto SIMS.
19. To store current and past records of such data in an electronically accessible form.
20. To process and report students' academic records in such ways as the school may require.
21. To provide and maintain facilities to collect internal academic data by direct data entry by relevant staff.
22. To combine data received from a variety of outside agencies and internal sources (e.g. CATS, ALPS predictions, KS2 scores, GCSE grades, AS/A2 grades) and linking it with the school's database.
23. To attend training courses in the use of relevant software.
24. To organise and deliver group and one to one training sessions to staff on school systems as required.
25. To compile lists and maintain statistical data in respect of class or groups of students.
26. To liaise with relevant colleagues within the school and outside the school.
27. To help with the new intake database and assist the Admissions Officer at peak times.
28. To help staff become proficient in their use of e-assessment and train new members of staff.
29. To support the Exams Officer during exam periods, with the smooth running of internal and external examinations.
30. To maintain confidentiality at all times in respect to school related matters and to prevent the disclosure of confidential and sensitive information.
31. To undertake any other duties of a similar level and responsibility as may be required.
32. To be part of a team providing support in the Welfare department as required.

GDPR:

1. To ensure the Trust is compliant to the statutory requirements such the Data Protection Act and the Freedom of Information Act.
2. To be the main link between the school and the Data Protection Officer service provider.
3. To assist with updating policies relating to GDPR.
4. To manage Subject Access Request and Freedom of Information Requests, make sure they are returned in a timely manner and update the relevant trackers.
5. To act as point of contact with EU residents, supervisory authorities and internal teams.
6. To identify and evaluate the school's data processing activities.

7. To provide advice and instructions on how to conduct Data Protection Impact Assessments (DPIAs).
8. To monitor data management procedures and compliance within the school.
9. To participate in meetings with Senior Leadership Teams to ensure privacy by design at all levels.
10. To maintain records of processing operations.
11. To ensure we address all queries from data subjects within legal timeframes (e.g. delete their information from our databases).
12. To liaise with other organisations that process data on our behalf.
13. To write and update detailed guides on data protection policies.
14. To perform audits and determine whether we need to alter our procedures to comply with regulations.
15. To offer consultation on how to deal with privacy breaches.
16. To arrange for training on GDPR compliance for employees.
17. To follow up with changes in law and issue recommendations to ensure compliance.

Contribution to the whole life of the school:

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.

Line Management

All Associate Staff will be line managed by their Head of Department and managed by the Director of Business.

Last Updated:	15 Sept, 2023
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