



## JOB DESCRIPTION

<b>Job title:</b>	<b>Data Assistant</b>
<b>Scale:</b>	<b>CAN 17-21</b>
<b>Line Manager:</b>	<b>Data Manager/Leadership member</b>
<b>Weeks per year:</b>	Term time plus 2 prep days (190 days)
<b>Hours per week:</b>	36 hours, excluding an unpaid 30 minute lunch break Exact hours to be agreed on appointment

### Job Description

#### Assist the Data Manager in the following areas:

- Maintaining markbooks in the school Management Information System (MIS)
  - To create and edit markbooks in the MIS, allocate relevant student groups and give staff members access as needed
- Collating student achievement data
  - Ensuring data in markbooks is complete and ready for analysis at the end of each Data Collection cycle and liaising with staff as needed to ensure completion of data by the dates required, e.g. letting line managers know of missing data so they can take action
  - Exporting relevant data from the MIS markbooks to create whole cohort and subject analysis spreadsheets
- Production of electronic reports to parents
  - Use the MIS system to produce electronic parent reports and set up the MIS to extract relevant data from teacher markbooks
  - Upload the reports to the parent portal
  - Support parents in accessing the reports on RM Unify, and resolve any access issues parents have, liaising with RM support when necessary
- Supporting the monitoring of student progress through ongoing target reviews
  - Importing new targets into the MIS following target reviewing/setting
- Timetable Changes
  - Creating the timetables for mid-term entries in the MIS and in timetabling software
  - Moving students to different sets, bands, tutor groups and subject options when requested in the MIS and also timetabling software
- Other Tasks as requested

#### GENERAL

- Attend, where appropriate, whole school events
- Be aware of and comply with all school and Trust policies and procedures
- Attend relevant meetings as required
- Participate in training and other learning activities and performance management as required
- Carry out other duties as may be reasonably requested by the Headteacher or your line manager

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*

## Person Specification

This is an important post that requires confident ICT and administrative skills and the ability to work with a high degree of accuracy. You will need to be able to use Excel to enter, present and analyse data (using previously prepared Excel templates). In addition, you will be expected to work effectively with both teaching and support staff at all levels.

You will also need the following qualities:

- Good organisational and time management skills and the ability to work under pressure to meet deadlines.
- A confident level of computer literacy in Word and Excel plus a willingness to learn more specialist applications. Training in school systems and practices will be provided.
- Good communication skills.
- Ability to form good working relationships with colleagues.
- Adaptability and flexibility in working practices and the ability to know when to use your initiative.
- Ability to handle sensitive issues relating to pupils and staff, keeping confidentiality as required.
- A high degree of professionalism in your approach to work and tasks set.
- Good general administrative skills.

September 2024