



JOB DESCRIPTION

Post:	Data Assistant (Apprentice)
Salary Range:	Full time equivalent £12,382.50 - £17,550.00 Pro Rata salary £10,684.67 - £15,143.63
Start Date:	ASAP
Hours:	37.5 hours per week. Term time only plus 2 weeks.

Job Purpose

To accurately enter and manipulate data on the school's management information system (MIS). To support the Exams Officer during examination seasons, setting up exam venues and collating exam papers.

Main Duties

- To collate and enter student data (including assessment, exams and pastoral data) for the school and Trust, providing reports as necessary
- To assist the Exams Officer in the smooth running of internal and external examinations
- To work as part of the Data Team providing general administrative duties
- To gather relevant data for Ofsted and other external inspections
- To assist the Data & Exams Office in the production of data, including comparative data, for the Senior Leadership Team, Heads of Faculty in the school
- To support colleagues and contribute to the vision and ethos of the school
- To undertake regularly occurring data processes
- To support with communication to and from exam awarding bodies when queries arise
- Be involved with working alongside faculties to ensure all exam data provided is correct and in a timely manner
- To undertake professional development to improve own practice and develop the role
- Be responsible for the accuracy, confidentiality and security of all data produced
- To assist with school administrative duties including exam invigilation as part of the agreed system for the school
- Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered

The training you will be getting

- Business Administrator Level 3 Apprenticeship Standard
- Training location to be confirmed



What to expect at the end of your apprenticeship

- A permanent role may be available on completion of the apprenticeship

Desired skills and personal qualities

- Administrative skills
- Communication skills
- Customer care skill
- Initiative, IT skills
- Organisation skills
- Team working

The school

The Totteridge Academy (TTA) is a brilliant secondary school in North London. With approximately 1000 students, and a new Sixth Form which opened in September 2020, TTA is continuing to grow and develop. We were thrilled to have won the TES Secondary School of the Year Award last year, celebrating our phenomenal results (putting us in the top 1% of the country for Progress), inclusive culture, and excellence beyond the classroom.

We are looking for passionate and enthusiastic staff to join our team. Here are some quotes from our 2023-24 staff survey:

• *"The sense of community at this school is second to none. I have never felt so supported by the senior team, as well as my department and line manager. This is definitely reflected in the 'feel' of the school and our daily interactions with students."*

• *"I cannot believe that I work in a school that has such a mix of incredibly high expectations and academic outcomes, alongside things like a school farm, Place2Be, Equine therapy and Peggy, our school dog! TTA truly cares about every aspect of a child's education, learning and wellbeing."*

• *"Teaching and learning is extremely well led, resulting in consistent teaching across the school and therefore much improved attainment from our pupils. It is the single most stand-out quality at TTA that makes me very proud, and has improved my teaching immensely."*

• *"The culture of collaboration and continuous improvement is fantastic. I feel as though I would be welcomed, supported and appreciated by any member of staff if I went to them to ask for anything or just to have a chat!"*

• *"The community is extremely supportive, and the staff genuinely care for the children, their education and supporting one another, both professionally and personally."*



The Totteridge Academy

The best in everyone™

Part of United Learning

· *“So many of the middle leaders are just world class. They lead by example and have relentlessly high expectations and good humour to boot. Teaching and Learning at this school is exceptionally well led.”*

We provide a high-quality education in a safe, caring, and focused environment. We teach skills and knowledge, enabling our students to become responsible, well-rounded citizens, equipped with the tools to make effective choices for their futures. We pride ourselves on our inclusive environment with a rich and nurturing culture. We celebrate our differences whilst standing together as a united learning community. Our school philosophy of *kaizen* (continuous improvement) enables our students and staff to aim high at all times so that every individual can attain his or her best. We celebrate and are proud of the achievements of all of our students, valuing individuality and nurturing happy, confident, and hard-working young people. We have high expectations at TTA and reject the view that success in life is pre-determined or that our talents are fixed. We improve through practice; calm, focused classrooms led by knowledgeable, passionate teachers.

Please [CLICK HERE](#) to watch a video about TTA, and visit our [WEBSITE HERE](#) to find out about the school.

If you would like to read more about why you should work at TTA then [CLICK HERE](#), or to read some testimonials from our current staff then [CLICK HERE](#).

If you would like to arrange a visit to our school, please contact Vittoria Casey, HR Manager, on 020 8445 9205 or vittoria.casey@tta.org.uk.

Principal: Chris Fairbairn

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The Totteridge Academy, Barnet Lane, London N20 8AZ

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www.thetotteridgeacademy.org.uk



PERSON SPECIFICATION

A = Application

I = Interview

T = Task

Criteria	Essential	Desirable	Method of Assessment
Qualifications	5 GCSEs (4-9)		A
Experience		Track record of delivering excellent customer service	A I
Knowledge and Skills	IT skills sufficient to meet the requirements of the post and ability to learn new IT skills as required	Knowledge and experience of Education landscape	A, T, I
	Ability to work with all levels of staff/customers within the organisation, internal and external customers and external bodies and individuals	Autonomy	I
	Ability to work effectively as a member of a team and autonomously		I
	Willingness to share task and responsibilities under pressure.		I
	Excellent interpersonal and communication skills		I
	An ability to communicate and work effectively with others to embed process changes and address the needs of change.		I
	Ability to manage and prioritise own workload to ensure deadlines are met.		A,I
	Attention to detail and		A,I



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	accuracy.		
Personal Attributes	Evidence of commitment to continuous professional development		A
	Able to uphold and behave in accordance with the Academy's values		I
	Commitment to promoting equality and diversity in what we do.		I

The post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of the school.

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