



# HATCH END HIGH SCHOOL

## Data Assistant

**36 hours pw**

**Term Time Only plus 5 days for results in August**

**Salary: Scale H5 (£28,129 - £29,811 per annum)**

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## JOB DESCRIPTION

### JOB PURPOSE

- To support the Data Manager to develop and maintain an effective data management system. This includes leading on and developing specific data areas, such as assessment data, departmental performance data, Free School Meals, and Arbor.

### REPORTING

- The post holder will report to the Data Manager.

### RESPONSIBLE FOR

- Data input by teaching staff.

### WORKING TIME

- 36 hours per week. No holiday to be taken during term time. Extra days to be worked in August include 2 days for A-level results days and 3 days for GCSE results days.

### KEY DUTIES

To undertake the following duties:

- Lead on the production of assessment data to ensure it meets the needs of the schools, including:
  - Working with the SLT to develop reporting structures and processes that meet regulatory requirements
  - Prepare effective reporting on pupils' academic records
  - Ensure that all the data required for reporting is collected, processed, and issued in line with the assessment calendar.
- Collection of all centrally recorded pupil data concerning the assessment of academic and personal progress, including designated internal and external tests and exams. Storing current and past records of such data in an electronically accessible form.
- Lead on maintaining the performance data system (SISRA) to ensure accurate and timely whole school attainment and progress data. Requires up to date knowledge and horizon scanning on SISRA requirements and adapting processes if required.
- Responsibility for developing effective processes to identify and record pupils eligible for Free School Meals to ensure data is correct and complete and that the school maximizes grant income.
- Lead the whole-school administration of CATS tests and the capture of all resulting data.
- Support the Data Manager in the management of data including examinations and performance analysis.
- Support the Data Manager in having an oversight of the Schools Information Management System (Arbor), producing reports as required.

- Support the Data Manager with the accurate and timely completion of statutory data returns including the DfE school census, school workforce census and other reports as necessary, in full compliance with DfE imposed deadlines.
- The setting of KS3/4/5 targets in conjunction with the appropriate SLT member.
- To take responsibility for specific data areas delegated by the Data Manager.
- Processing and reporting pupils' academic records in such ways as the school may require. Ensuring reports of data collected, processed and issued in line with the assessment calendar.
- Publishing summary and statistical information derived from these records as required.
- Combining data received from a variety of outside agencies and internal sources (e.g. CATS predictions, KS2 scores, GCSE grades, coursework marks) and linking it with the school's database.
- Be familiar with and can customize the operation of appropriate software to enable the collection and reporting of data to suit the requirements of the day.
- Maintaining awareness of the availability of commercial software to assist with the processes required.
- Training teaching and associate staff on data systems.
- Working with SLT to ensure all teaching staff meet deadlines to ensure statutory and internal requirements for reporting are met.
- Attendance at all relevant training sessions for new management software, and subsequent training of day-to-day users in appropriate modules.
- Assist in the maintenance of present and past timetable and curriculum structure, public examination entries and results, and prior attainment data in an accessible form.
- Liaising with relevant colleagues in school, local authority and other support agencies as required.
- Attending meetings is appropriate.

#### **OTHER DUTIES AND ACCOUNTABILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Designated Safeguarding Lead.
- Adopt flexible working practices where required.
- To attend team meetings, whole staff training on Mondays after school, staff meetings and school events as directed.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal and participate in training and other learning activities and performance development as required.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- To respect the confidentiality of all information relating to pupils, staff and their families
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be cooperative and flexible. Undertaking such other duties may reasonably be required of a member of administrative staff in a school.

**March 2026**



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## Data Assistant

### PERSON SPECIFICATION

#### EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications which reflect appropriate skills e.g. NVQ Level 3 or equivalent		Yes	Application
Good Literacy and numeracy – GCSE Math's and English Grade C or above.	Yes		Application
Excellent Computer Literacy skills.	Yes		Application Interview

#### EXPERIENCE

	Essential	Desirable	How Identified
Experience in the production and analysis of secondary school attainment and progress data, with a proven ability to translate complex datasets into actionable reports.	Yes		Application Reference Interview
Able to thrive in a busy school environment, providing expert administration of <b>Arbor</b> , <b>SISRA</b> , and <b>ALPS</b> to support the school's data and performance requirements.	Yes		Application Reference Interview
Experience working in a school or similar educational environment.	Yes		Application Reference Interview

#### KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Detailed knowledge on specific school-based ICT systems preferably <b>Arbor</b> .	Yes		Application Interview
Problem Solving: Ability to analyze complex data requirements, perform rigorous "data cleansing" to spot errors, and implement practical solutions to ensure the integrity of the <b>Arbor</b> and <b>SISRA</b> systems.	Yes		Application Interview
Advanced skills in <b>Excel</b> (including the use of formulas, VLOOKUPS, and pivot tables) to manipulate data exports from <b>Arbor</b> and <b>SISRA</b> , alongside a strong working knowledge of Word, PowerPoint, and Outlook.	Yes		Application Interview
Proven ability to plan and prioritize a complex workload, managing conflicting demands to ensure all internal assessment windows and	Yes		Reference Interview

statutory DfE deadlines are met with 100% accuracy.			
Excellent communication and interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers, and contractors.	Yes		Reference Interview
A committed team player able to support colleagues across the school, while possessing the comprehensive knowledge of <b>Arbor, SISRA, and Fisher Family Trust (FFT)</b> required to act as the lead point of contact for data in the Data Manager's absence.	Yes		
Ability to cope with periods of pressure, work flexibly, and proactively address issues.	Yes		Application Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school.	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement.	Yes		Reference Interview
Effective work presentation skills and a high degree of accuracy.	Yes		Application Interview

#### OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Initiative and ability to prioritize work.	Yes		Reference Interview
Able to work flexibly to meet deadlines and unplanned situations.	Yes		Reference Interview
Enthusiasm, energy, and commitment.	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A commitment to the school's ethos, aims and its whole community.	Yes		Reference Interview
A willingness to undertake additional training, keep up to date with developments and changes in good practice.	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity.	Yes		Application Reference Interview
Evidence of excellent attendance and punctuality records.	Yes		Interview Reference
DBS Checked.	Yes		Application