



Buxton School

Primary and Secondary

Ambitious | Honest | Kind | Academic | Family

Headteacher: Mrs. J Bowers-Broadbent, BA Hons, PGCE, NPQH, MA

Main School Office:

Cann Hall Road, Leytonstone E11 3NN / Telephone: 0208 534 3425

Visitor Entrance: Woodhouse Road

www.buxtonschool.org.uk | office@buxtonschool.org.uk

JOB DESCRIPTION

BUXTON SCHOOL

JOB TITLE:	Data Assistant
RESPONSIBLE TO:	Data Manager
GRADE/PAY RANGE:	Scale 3
HOURS:	36 hours per week, term-time only – 38 weeks, plus 5 Inset days (total of 195 days)

PURPOSE OF THE JOB:

To assist and support the Data Manager in all aspects of their role in particular helping to maintain the School's Pupil Assessment and Reporting system, producing pupil data and reports and to assist in providing support to staff in using the SIMS Management Information System.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To support the Data Manager in maintaining the School's Pupil and Assessment Reporting systems and pupil information system, currently SIMS
- 2 To assist in the production of pupil reports by preparing and maintaining mark sheet templates on the system, checking entries have been made by agreed deadlines and then printing, photocopying and distributing reports
- 3 Assist with setting up targets for pupils in Key Stages 1 to 4
- 4 Assist in the preparation of School Census information
- 5 Assist in creating staff logins for SIMS and other systems such as SMID when required
- 6 Issuing mid-term admissions pupils with timetables





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- 7 Assisting in making ad hoc class changes and timetable changes throughout the year including printing pupil and staff timetables and creating intervention timetables for pupils
- 8 To produce miscellaneous data and simple analysis reports for staff on an ad hoc basis. Also to assist the Data Manager in producing more complex analysis reports using Excel, SMID and other software tools (training and support will be provided where necessary)
- 9 To assist the Examinations Officer when required and to learn about examinations procedures with a view to providing a level of cover in the event of the Examinations Officer's absence
- 10 To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive data
- 11 To undertake any other duties of a similar level and responsibility as may be required