



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Data Assistant

Location:

Havelock Academy

Job Purpose:

This is a key role to provide specific data and administrative functions for the academy under the direction or instruction of senior school staff and the Central Data Team

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Trust Data Systems Lead

KEY RESPONSIBILITIES

MAIN RESPONSIBILITIES

MIS

- Create and generate interim reports to parents on students' progress and achievements.
- Administrate and be a focal point of support for the local management of the MIS System (Bromcom) for a large Secondary Academy.
- Utilise Bromcom/MIS for efficient data management, ensuring accurate and timely data entry, updates, and reporting.
- Input data, check information and run reports for Principals, Regional Directors and Improvement Leads to help highlight trends, results, best practice and potential risks.
- Ensure the accuracy and reliability of data within Bromcom/MIS, supporting the Central Data and Exams Team in maintaining high data standards.
- Support the school with download of DfE updates and maintaining accurate prior attainment results data for students
- Run the statutory returns for a large Secondary Academy, ensuring they are completed accurately and on time. Support other Academies within the Trust with this process where needed
- Provide KS4 and KS5 Results day support at both Academy and trust level.
- Run the MIS End of Year procedure at a large Secondary Academy and support other academies with this process.
- Work with the Attendance and Behaviour Teams to assist with reporting and streamlining processes.
- Generate regular and ad-hoc reports for various stakeholders, ensuring data accuracy and clarity, particularly through Bromcom/MIS.
- Support the Central Data Team in liaisons with suppliers of analytical data systems to help develop appropriate systems.
- Provide training on the use of management information systems to other academy staff and Trust wide staff as needed.
- Work closely with other departments to understand their data needs and provide support as required.
- Maintain manual and computerised records and data management information systems.
- Deal with enquiries either by telephone or face-to-face from the academy.

EXAMS

- Support the Exams Officer and Exams Assistant during busy exam periods when necessary following the ICE regulations
- Support examination entries and securely store and send completed examination papers to external examination boards ensuring all deadlines are met.
- Support the academy's external invigilators, including training and ensuring up-to-date information is provided to them.

- Support the Exams Officer with the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
- Support other staff involved in examinations as and when required.

OTHER:

- Work alongside the broader IT & Data Team to ensure operational cover is maintained.
- Website management
- Share best practice across the Trust.
- Flexible, occasional travel to other Academies may be required.
- Safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.
- Positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding.
- Undertake training and development as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.

SAFEGUARDING

- To do all that you should to ensure that you safeguard and promote the welfare of students in the Academy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Experience		
<ul style="list-style-type: none"> Educated to GCSE-level or equivalent, including English and Mathematics. 	✓	
<ul style="list-style-type: none"> A skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint and Outlook. 	✓	
<ul style="list-style-type: none"> Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations. 		✓
<ul style="list-style-type: none"> Experience of providing excellent customer service. 	✓	
<ul style="list-style-type: none"> Experience of working in a school and/or provision of administrative services. 	✓	
<ul style="list-style-type: none"> Ability to use initiative to identify issues, problems or concerns and to know when to refer onwards. 	✓	
<ul style="list-style-type: none"> Experience of working independently with little supervision. 	✓	
<ul style="list-style-type: none"> Experience of organising meetings. 	✓	
<ul style="list-style-type: none"> Flexible approach to working arrangements and duties. 	✓	
<ul style="list-style-type: none"> Experience of working in a school environment. 	✓	
<ul style="list-style-type: none"> Knowledge and understanding of MIS Systems, Bromcom. 		✓
<ul style="list-style-type: none"> Experience in the provision of information and communicating with academy staff, parents, carers, pupils and external examination boards on examination issues. 		✓
Skills and Knowledge		
<ul style="list-style-type: none"> Able to always maintain the strictest confidentiality and integrity. 	✓	

• Experience in an examination role with excellent communication skills at a range of levels.	✓	
• Competent and able to exercise discretion, maintain confidentiality and follow multi-step instructions.	✓	
• Proven experience in maintaining accurate records and the safe storage of confidential information.	✓	
• Sensitivity when collaborating work with colleagues at all levels.	✓	
• Highly organised and efficient and able to work to tight deadlines, often under pressure.	✓	
• Excellent written and verbal communication skills with the ability to relate well to a wide range of stakeholders.	✓	
• Able work under your own initiative and deal with demands of a geographically dispersed team.	✓	
• Able to work as part of a diverse team.	✓	
• Able to promote the safeguarding and welfare of children and young people across the Trust.	✓	
• Willingness to ensure that equal opportunities are promoted and developed across the Trust.	✓	
• Able to promote inclusion at all levels.	✓	
• Able to organise, lead and motivate staff at all levels.	✓	
• Knowledge and use of relevant data management information systems relevant to DfE, OFQUAL and Ofsted and performance measures.		✓
Personal Qualities		
• Well-motivated, enthusiastic with a can-do attitude.	✓	
• Honesty and integrity.	✓	
• Good organisation and time management skills.	✓	
• To be a positive role model to our pupils.	✓	
• Be flexible and resilient in response to a changing educational environment.	✓	
Equal Opportunities		
• A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	
Safeguarding		

<ul style="list-style-type: none"> Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. 	✓	
<ul style="list-style-type: none"> Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them. 	✓	
<ul style="list-style-type: none"> Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. 	✓	
Health and Safety		
<ul style="list-style-type: none"> Aware of Health & Safety and Safeguarding as appropriate to role 	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.