



JOB DESCRIPTION & PERSON SPECIFICATION

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| Job Title: | Data Technician Apprentice |
| Location: | To be decided |
| Responsible to: | BET Lead for Data |
| Liaises with: | BET Lead for Data and stakeholders across the Trust |

Job Purpose:

You will work with Bohunt Education Trust's (BET) Lead for Data to provide high standards of data analytics to BET schools. Your skills will help our leaders focus on what matters most - delivering outstanding education across our schools and you will be the go-to person for ensuring accurate data entry, maintaining high-quality records, and supporting the creation of reports that help our leaders make informed decisions.

This role includes the opportunity to undertake a Level 3 Data Technician Apprenticeship, which will develop your skills in:

- Advanced Excel and Google Sheet spreadsheet management
- Data visualisation using Power BI, Looker Studio and Power Query
- Database access and manipulation using SQL
- Understanding data fundamentals and basic statistics
- Ethical and legal data handling

Main Duties

Full training will be provided. You will gradually take ownership of the following responsibilities as you develop in the role:

- Assist the Lead for Data with day-to-day data management tasks
- Input, update, and maintain accurate student and staff data
- Support the production of reports and dashboards for leadership teams
- Ensure compliance with data protection regulations (GDPR)
- Respond to data-related queries from schools promptly and professionally
- Help identify and resolve data discrepancies
- Provide general administrative support to the data team
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated
- Undertake other such duties as assigned by line management
- Carry out your role in line with BET's policies, values, and commitment to equality, diversity and inclusion
- Ensure and maintain confidentiality at all times
- Contribute to a positive, inclusive, innovative and supportive environment within the Trust

General

We are committed to creating a workplace where everyone feels welcome, supported and able to thrive. The successful candidate will:



- Take personal responsibility for your own learning and development
- Comfortable with the use of meeting conference software (e.g. Zoom, Microsoft Teams)
- Knowledge of IT software packages including the Google and Microsoft suites and Outlook
- Good working knowledge of Excel and Google Sheets
- Undertake any other reasonable duties as requested
- Be flexible and open to change, contributing to team success

Person Specification

We are looking for someone who can bring a positive and proactive approach to the role. You do not need to tick every box, but we would love to hear from you if you can demonstrate some of the following:

- Works to a high level of confidentiality
- Good general standard of education including GCSE Maths and English - Grades A* - C or 4 - 9
- Able to work independently and take initiative
- Work constructively and effectively as part of a team, understanding roles and responsibilities and your own position within these
- High level of attention to detail
- Ability to establish priorities and meeting agreed targets and deadlines
- Ability to remain calm and focused in a fast-paced environment
- Positive professional can-do attitude at desire to make a positive difference
- Embrace responsibility for identifying sound and effective solutions to a variety of different problems
- Flexible and adaptable

This job description is illustrative and each individual task may not be identified. Employees of BET are expected to comply with any reasonable request to undertake work of a similar level that is not specified here.

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

