

Job Description

Job Title	Data Assistant
Grade	F
Responsible To	Information Manager/Headteacher
Job Purpose	The core focus areas of this role are to support the efficient and effective running of all data and assessment reporting processes including responsibility for recording, monitoring, evaluating and reporting all aspects of student data for approximately 800 students.
Job Context	Works within school under the direction of the School Leadership Team, managing student data to provide accurate and up to date analysis of assessment and target data, and managing school admissions and leavers processes.
Accountabilities / Main Responsibilities	
Key strategic elements of the job	<ul style="list-style-type: none"> • Supporting the administration of internal and external examinations, ensuring that all administration and preparation is undertaken • Support during A Level & GCSE results week to enable timely turnaround of result analysis and production of documentation. • Manage and organise the process of collecting assessment data and providing statistics and analysis in order to support teaching and learning at key assessment points as outlined in the School Calendar • Manage and oversee the production of student reports and ensure all reports are issued to parents in accordance with schedule deadlines • Manage the production of student reports for Heads of Year ensuring data is kept up to date • Liaise with the school office regarding the distribution of reports for all year groups • Respond to queries and issues from staff, students and parents relating to the reporting system; redirect / resolve issues accordingly to ensure the accurate inputting of data and the smooth running of the system • Responsibility for the production of Student Data Collection forms and updating the students' database on School's Information Management System • To enter and extract information from the MIS ensuring data is correctly entered and updated regularly • Liaise with outside agencies (e.g. other schools, the National Assessment Agency etc.) regarding any query relating to student data • To provide Heads of Year with access to achievement, progress and target data in a format that supports the monitoring and development of student achievement • Manage the school admissions and leavers processes liaising with the Headteacher as well as the NYCC Admissions Team, parents / carers and previous school • To support data capture and analysis during the student option choices process, including producing letters to confirm final choices • Collect and enter all student options data and work with the Curriculum team(s) to create and generate student timetables and options set • Maintain an up-to-date specialist and procedural knowledge of developments/new systems; liaise with outside companies to evaluate their suitability for use in school • Undertake any other duties commensurate with the post, as directed by the Headteacher • Provide as required support with other administrative and reprographics processes and activities
Communications	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, students and their families / carers • Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role including those in relation to GDPR

	<ul style="list-style-type: none"> • Liaise with parents, staff, students and external agencies as required • Respond to parental / student enquiries by telephone, letter or email regarding student targets and reports • Share information, as appropriate, with colleagues, across the Trust, the Local Authority, other schools and external agencies
Resource Management	<ul style="list-style-type: none"> • Participate in the school's performance management processes • Attend and participate in training and other learning activities as required • Supervise all staff entering data and support staff with data entry issues either via training (working 1-1 with individuals) or supporting them to complete this. • Guide & train non-specialist colleagues to extract data from the MIS to enable them to do their jobs • Work with the Data Manager on 'Checking and Quality' of data input of other non-specialist staff
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Adhere to data protection legislation • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to. • Comply with policies and procedures relating to child protection, security, and confidentiality and information governance
Systems and Information	<ul style="list-style-type: none"> • Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies • Use of school's management information system to maintain and update accurate student records • Collate, analyse and report on information/statistics on the school's management information system and other data systems as available • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences • Share information as appropriate • Use of school admission module (SAM) to manage the admissions process
Planning and Organising	<ul style="list-style-type: none"> • Create training resources as new systems are introduced and implement training programmes for all staff as necessary
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.

<p>Flexibility</p>	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
<p>Customer Service</p>	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Data Assistant	
Grade	H	
Responsible To	Information Manager/Headteacher	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> • Knowledge of admin and office systems • Knowledge of Microsoft Office Applications and other software packages • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • Awareness of Educational issues • Knowledge of school data • Knowledge of computerised management information systems • Up to date knowledge of developments within ICT 	
Experience		
<ul style="list-style-type: none"> • Experience of working in an administration/clerical role • Experience of using Microsoft Office 	<ul style="list-style-type: none"> • Experience of using data software • Experience of working in a school environment • Experience of delivering technical/specialist training • Experience of working in an ICT related environment • Experience in Information Security 	
Occupational Skills		
<ul style="list-style-type: none"> • Good standard of education to evidence good numeracy and literacy • Evidence of Continuing Professional Development • Willingness to undertake training relevant to the role 		
Qualifications		
<ul style="list-style-type: none"> • NVQ Level 3 or equivalent in a Business/Finance/Admin/ICT related subject 	<ul style="list-style-type: none"> • NVQ Level 4 or equivalent in a Business / Finance / Admin / ICT related subject 	
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS clearance • Organisational, analytical, problem solving and report writing skills • Good communication skills • Supervisory skills • Ability to use initiative and make decisions • Confidentiality • Ability to work accurately and to deadlines • Report writing skills • Good time management skills and ability to work under pressure, prioritise own workload and meet deadlines • Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, students and parents • Demonstrable ICT skills and ability to use them as part of the learning process • To be committed to the school's policy and ethos • To be committed to Continual Professional Development 		

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| <ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Able to exercise discretion & judgement• Flexibility | |
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