



## Job Description

<b>Role:</b>	Student Data Assistant
<b>Grade/Salary:</b>	Grade 5 P14 – 18 £20,438 - £23,156 (actual salary £18,849-£21,355)
<b>Responsible to:</b>	Exams and Data Officer
<b>Working Hours:</b>	Part Time - 37 hours per week, Term Time + 5 inset days + 3 additional weeks to be agreed with your line manager (8am-4pm Every Day except Wednesday 8am-3:30pm)
<b>Start Date:</b>	As soon as possible

### Overall Job Purpose

To Manage the internal data system and analyse the school's performance data, producing reports for a range of audiences including Local Governors, Trustees and the Headteacher as well as assisting the Exams and Data Officer during the Exam season.

### Duties and responsibilities

- Have the ability to present large volumes of complex data in a clear and accurate way.
- Maintaining accurate and comprehensive student data for the school, analysing and evaluating the data and creating reports
- Assisting with general administration during the exam season
- Ensuring that all reports contain accurate data and are prepared to the required deadlines according to the school's reporting calendar
- Checking the accuracy of assessment data every term, raising potential lines of inquiry/trends to Data Manager
- Providing a high quality administration and organisational service to the school in accordance with the Trust's established policies and procedures.
- Be well organised, with a strong attention to detail

## Person Specification

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics</li> <li>• Relevant Level 3 qualification or above, or equivalent work experience</li> </ul>	Degree level or equivalent qualification in a relevant subject
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Work in an administration environment</li> <li>• Work with confidential and/or sensitive materials</li> <li>• Managing time and workload to meet deadlines</li> <li>• Use of management information system (preferably SIMS)</li> <li>• Working with data sets</li> </ul>	Experience of working in the education sector  Managing the administration of examinations
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• High standard of communication (verbal and written)</li> <li>• Effective interpersonal skills</li> <li>• Competent with common IT systems, e.g. Microsoft Office, MIS</li> <li>• Ability to analyse data, spot trends and to manipulate data to suit differing audience needs using differing software packages and/or Microsoft Excel</li> <li>• Time management and planning</li> <li>• Ability to work flexibly and quickly under pressure</li> <li>• Ability to work across multiple projects and deadlines</li> <li>• Ability to follow policies and procedures set by the trust, school and external agencies</li> </ul>	Strong working knowledge of Excel and MIS Systems
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Meticulous organisation skills</li> <li>• Excellent attention to detail</li> <li>• Flexibility over working hours</li> <li>• High level of confidentiality and the highest levels of integrity and honesty</li> <li>• Ability to work well in a team, and independently</li> <li>• Ability to keep calm under pressure</li> <li>• Personal commitment to the school's professional standards, including dress code, at all times</li> <li>• Commitment to the safeguarding and welfare of all students</li> </ul>	
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>• Willingness to attend training as appropriate.</li> <li>• Committed to continue own professional practice.</li> </ul>	Evidence of recent, relevant CPD