



Job Description

Role:	Student Data Assistant
Grade/Salary:	Grade 5 P14 – 18 £20,438 - £23,156 (actual salary £18,849-£21,355)
Responsible to:	Exams and Data Officer
Working Hours:	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)
Start Date:	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
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics • Relevant Level 3 qualification or above, or equivalent work experience 	Degree level or equivalent qualification in a relevant subject
Experience	<ul style="list-style-type: none"> • Work in an administration environment • Work with confidential and/or sensitive materials • Managing time and workload to meet deadlines • Use of management information system (preferably SIMS) • Working with data sets • 	<p>Experience of working in the education sector</p> <p>Managing the administration of examinations</p> <p>.</p>
Knowledge/ Skills	<ul style="list-style-type: none"> • High standard of communication (verbal and written) • Effective interpersonal skills • Competent with common IT systems, e.g. Microsoft Office, MIS • Ability to analyse data, spot trends and to manipulate data to suit differing audience needs using differing software packages and/or Microsoft Excel • Time management and planning • Ability to work flexibly and quickly under pressure • Ability to work across multiple projects and deadlines • Ability to follow policies and procedures set by the trust, school and external agencies 	Strong working knowledge of Excel and MIS Systems
Personal attributes	<ul style="list-style-type: none"> • Meticulous organisation skills • Excellent attention to detail • Flexibility over working hours • High level of confidentiality and the highest levels of integrity and honesty • Ability to work well in a team, and independently • Ability to keep calm under pressure • Personal commitment to the school's professional standards, including dress code, at all times • Commitment to the safeguarding and welfare of all students 	
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to attend training as appropriate. • Committed to continue own professional practice. 	Evidence of recent, relevant CPD