Job Role: IT and Data Analyst

Job Purpose: The purpose of the IT and Data Analyst is to drive a data culture forward within the school and coordinate and administer the efficient running of Earlscliffe's academic information management systems (ISAMS). Attention to detail, a high level of accuracy and the ability to work independently are required.

Key Responsibilities:
- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the School's existing information management infrastructure (systems include but are not limited to: iSAMS, Google, Power BI, Microsoft)
- Act as key liaison between academic staff and the IT Department to facilitate the above
- Make recommendations to inform decision-making and improve student performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance, self-evaluation and staff performance management and professional development
- In liaison with the Deputy Head, assist with critical updates of the academic timetables throughout the year for example, transition, option cycles and staff and student changes.
- Produce and maintain of SQL Server Reporting Services (SSRS) reports for use from within iSAMS.

Data analysis and reporting to other departments
- Produce reports using assessment data to assist Leadership Teams and teaching staff to track student progress (input where necessary; organisation; reporting to interested parties; help ensure data entered on time and completed by teachers)
- Produce reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations
- Ad hoc requests for data and/or analysis

Management of Reporting, CEM data and associated responsibilities
- Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session
- Set up complex formulae for analysing student performance and confidential staff curriculum targets
- Liaise with CEM for all school data requirements
- Import CEM Centre data assessment scores.
- Develop and maintain target data from GL Assessments, CAT4, entrance exams, including the appropriate use of regression data

- Submit returns to the CEM regarding entries, examination results and baseline testing
- Ensure the integrity of the data stored within iSAMS
- Work closely with the IT support staff to ensure the smooth running of data systems.

IT support responsibilities:

The college is a Google cloud/classroom based school, and is currently being supported by an MSP that provides remote desk to the users, infrastructure monitoring and system management. The ideal candidate will have experienced of IT support:

- Good knowledge of Google suite, Chromebooks and windows based PCs required. Basic networking knowledge and hands-on support experience
- Experienced in supporting end users and students (currently 75 and 140 respectively) and be able to prioritise IT requests, projects, coordinate the work with the remote desk and MSP resources
- The IT analyst will be responsible for the delivery of all the IT services and support of the related IT systems. He/she will negotiate procurement of hardware, software and services
- The IT analyst will be able to access specialist resources from the MSP for escalation of critical requests/incidents, project planning, coordination of IT upgrades, technology refresh, propose and introduce innovative solutions and will work with the college leadership team on planning and delivering the IT strategy
- As the college is part of the Dukes family of schools, the IT analyst will also work in coordination with Dukes Central IT team on specific activities driven by Dukes. He/she will receive support from the central team as well as from other IT engineers in other schools part of the group

Additional Roles:
- Assist the Examinations Officer and the Senior Leadership team, as requested
- Support/manage all technical aspects of the School's iSAMS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.

Professional Development
- In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences

Culture and Communication
- Attend meetings as required
- Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information.

- Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.

Policy and Planning
- Contribute to the implementation and compliance of data protection policies as it relates to iSAMS
- Work with the Senior Leadership Team – Academic and Pastoral in setting clear and workable deadlines for data collection and to meet all deadlines
- Provide feedback on integrations between systems.

Person Specification
- Qualifications in the subject specialism, or an in-depth knowledge and substantial experience in the subject area
- Effective oral and written communication, numeracy and interpersonal qualifications & skills to communicate effectively with staff and students alike
- A commitment and ability to comply with Equality & Diversity, Health & Safety policies, etc.

Other duties

Undertake other duties of an appropriate level and nature as and when requested by the Senior Leadership Team.

Document custom databases, software, and procedures.