Job Description

Job Title:	Data and Reprographics Assistant
Reference:	X00200
Reports to:	Operations Manager
Responsible for:	No line management
Salary range:	Band E: currently £25,127 - £26,383 (dependent on experience)
Contract:	Full time: 52 weeks per year, 37 hours per week

Main purpose of the role:	The post holder is responsible for collating, managing, analysing, and distributing complete and accurate data reports to the Executive and Senior Leadership Teams, class teachers, and other stakeholders, so that standards and performance across the Academy can be raised. They will develop and maintain data across the Academy, providing clear, concise and accurate information reports to ensure that data runs are accurate and completed on time. The role also involves operating, maintaining, and developing the Academy's Management Information System (MIS) and overseeing its supporting systems and services. In the reprographics element, the post holder will be the point of contact for all Academy printing, ensuring the timely turnaround of print jobs and working with the Operations Manager to develop the Academy's print solution further, working towards being able to print a range of high-quality materials in-house.
Main duties:	**Data Analysis and Reporting** • Have a thorough working knowledge of the components of the Academy's Management Information System (MIS) and advise others on its use. • Monitor the quality, completeness, and accuracy of data input into the Academy's information systems (such as SIMS and 4 Matrix), investigate anomalies, and propose effective action to remedy issues identified. • Ensure that reports are accessible to all relevant staff. • Support staff with queries relating to data and associated information systems. • Ensure data protection and confidentiality requirements are always adhered to. • Ensure the pupil censuses are accurate, with all errors cleared, and deadlines for submission are met. • Work with senior leaders to populate the Academy timetable, meeting

all necessary deadlines.
- Ensure that all staff and pupils have complete and accurate timetables for the new academic year.
- Input the timetable into Academy systems and keep this up to date throughout the academic year, making changes where needed.
- Ensure target setting for each pupil is accurately entered and up to date.
- Develop marksheets, templates, grade sets, etc. for individuals and the Academy as a whole.
- Ensure data runs are accurate and completed on time.
- Produce and distribute reports on progress, attendance, attitude to learning, and behaviour to pupils/parents/carers at published times throughout the year, following liaison with teaching staff and Heads of School to ensure that the reports have been moderated for accuracy and completeness.
- Create and develop data systems to enable the effective monitoring of different groups of students.
- In conjunction with other stakeholders, explore and develop software applications to facilitate Academy operations and data management.
- Have a good working knowledge of the examination procedures to provide support to the Examinations Manager.
- Be proactively involved in the organisation of 'results days', undertaking analysis of examination results as required and providing this to the Senior and Executive Leadership Teams and Subject Leads.

Reprographics
- Monitor the job ticketing system at the start of each day, schedule the print runs according to priority, and inform job owners when requests have been completed and are ready for collection.
- Ensure that the print devices remain topped up during the day.
- Highlight any maintenance requests for the print devices to the Operations Manager/supplier and plan in scheduled maintenance so that the devices remain in good working order.
- Plan orders of printing consumables to meet the seasonal demand of printing requirements.
- Identify opportunities for improvements to the efficiency and quality of the reprographics service offered by the Academy.
- Ensure that the reprographics function contributes to the Academy's objectives of value for money and sustainability.

General
- Undertaking any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal or line manager.

	Essential	Desirable
Qualification	• A*-C GCSE Maths and English or equivalent	• NVQ qualification or equivalent in Business/Finance related subject area
Experience	• Proven experience of managing, handling and analysing data (in an educational setting would be advantageous) • Comprehensive understanding of different computer software packages, including Microsoft Office (specifically Excel) and management information databases • Experience of working in a school/education environment and dealing with a range of complex and routine office tasks	• Experience of working with student or assessment data • Advanced level of understanding and operational skills of SIMS package (preferably to System Manager level but can be taught if candidate does not have this experience) • Knowledge of the use of 4 Matrix (can be taught if candidate does not have this experience)
Skills	• Ability to interrogate data to produce sophisticated analysis with minimal direction using computer databases • High level communication and listening skills • Ability and patience to present detailed information from a variety of sources to stakeholders (often non-specialists) in a manner which is logical, clear and readily understood • Ability to instruct and encourage others in the use and application of assessment tools, including interpretation and use of the outputs • High level computer skills and optimum accuracy when inputting and manipulating data • Ability to prioritise workload to ensure all external and Academy deadlines are met • Determination to see problems through and to have the skills to resolve them independently • Excellent organisational skills • Ability to relate and work effectively with people at all levels • Confidence to work independently using initiative and drive • Ability to work with highly sensitive and confidential material with utmost trust, awareness and responsibility • Up to date working knowledge of Data Protection legislation • Awareness of requirements in a professional working environment • Strong commitment to take on new ideas and skills as required to sustain the high service standards	
Qualities	• Passionate about accuracy and timeliness • Ability to use analytical skills effectively to manage student data • Leads by example with high professional standards	

	• Evidence of excellent organisational, communication and time management skills with the ability to prioritise own workload • Ability to work under pressure, ensuring that all deadlines are met • Ability to deal with sensitive data and maintain confidentiality • Flexible • Committed to equality of opportunity and continuous improvement • Ability to develop own knowledge and skills to enhance personal performance