

## Job Description: Cluster Data Assistant, Wye School and Chilmington Green School

### 1. ROLE TITLE

Job Title:	Cluster Data Assistant
Reporting Line:	Cluster Data Manager
Hours:	37.5 hours per week, term time only (0.86 FTE)
Salary:	£21,553.13pa, pro rata to the full-time equivalent salary of £24,978pa

### Duties and responsibilities:

- Support with quality assuring data following internal data captures.
- Assist in the production and distribution of student assessment reports.
- Assist senior leaders in ensuring the data received from staff is accurate, timely and fit for purpose.
- Analyse and present data in appropriate formats for use by key stakeholders.
- Support staff with MIS system, Arbor, troubleshooting and being point of contact between school and Arbor support.
- Support with timetabling maintenance and in year changes for the school e.g. room changes, allocating students to groups, updating rotas and in year changes to lessons if required.
- Maintain detention and duty rotas on Arbor
- Manage school admissions and leavers, adding students to Arbor, creating timetables and adding contact information for new students
- Maintain student and parent details on Arbor, updating with changes as required.
- Continuous learning of the role of the Data Office to support the Data Manager as and when required.
- To support the school's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with policies and procedures relating to health and safety, securing, confidentiality and data protection, GDPR, reporting all concerns to the appropriate person.

### Essential Skills

- Able to work at pace towards multiple deadlines with no impact on the quality of outcomes.
- Be confident, solution focused and have a positive attitude.
- A self-starter, take initiative, think ahead and plan and amend work schedules as needed.
- Have confidence to work independently, using own innovative but also to seek help where needed.
- Have well-developed skills in the use of Office software, particularly Excel to a higher level such as knowledge of VLOOKUP's, Data Validation, Pivot Tables.
- Has a high attention to detail, particularly across different data systems.



**United Learning**  
The best in everyone™

- Ability to work under pressure and prioritise effectively.
- Previous experience in a similar field.
- Ability to recognise and address errors in data in order to prevent inaccurate information being shared with key stakeholders including parents.
- Able to adapt quickly and learn new systems in a timely manner.
- When faced with problems are able to troubleshoot and either personally address or seek the help needed to resolve.

#### **Desirable Skills**

- Experience of school management information systems such as Arbor.
- Familiarity with GDPR compliance, especially subject access requests.

#### **Notes:**

The above responsibilities are subject to the general duties contained in the statement of Conditions of Employment

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It may be amended at any time, following consultation between the Principal /Deputy Principal, and will be reviewed annually.

This is not a narrow definition of specific responsibilities but to provide a guideline and should be seen as enabling rather than restrictive.

Every member of staff has a responsibility to safeguard and promote the welfare of students



**United Learning**  
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination