JOB DESCRIPTION: **TRUST DATA ASSISTANT**

HOURS: **22.5 hours, Term Time only, plus 3 weeks**

RESPONSIBLE TO: **Trust Data Manager**

GRADE: **Kent Range 6, points 14 - 17**

JOB PURPOSE

Using systems implemented by the Trust Data Manager, to undertake all aspects of data management and analysis within their Academy.

ACCOUNTABILITIES

Data
- Maintenance of the student database (currently SIMs) in accordance with best practice, ensuring the system is fit for purpose and up-to-date
- Liaising with appropriate departments to obtain current information in areas such as SEND, free school meals, medical and contact details; and up-dating the system accordingly
- System administration associated with admissions (new intake and casual)
- Ensuring KS2 data is obtained in a timely manner for new intake
- System administration of free school meals
- Conduct regular audits of the database, in particular prior to the completion of the student census
- Maintenance of course manager
- Support the Academy timetabler in the maintenance of the timetable
- Produce student census, liaising with appropriate staff in order to authorise the return
- Liaise with specialist staff and respond to their requests for system changes, such as adding behaviour types and modifying teaching staff records for cover
- Maintenance of behaviour management system

Assessment
- Maintain and continue the systems placed by the Trust Data Manager (TDM)
- Present data in an agreed format as required by the data calendar
- Inform the TDM if there are any Academy deadlines that may impact on data production
- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems to the TDM for their consideration
- Production and distribution of student progress reports

General
- Act as the first point of contact for all data related enquiries in the Academy, referring complex requests or points of issue to the TDM
- Create and run basic bespoke reports as required by stakeholders, referring complex requests to the TDM
- Maintain an awareness of legislation and software up-dates that require the collection of additional information
- Manage own workload raising issues with TDM
- Undertake training and development activities as required
- To travel to other academies providing support where needed as directed by the TDM
- Any other duty as required by the line manager commensurate with the post

Organisational Citizenship
- Ensure personal conduct is professional, compassionate and courteous.
- Maintain own knowledge of Trust and Academy policies, and act in accordance with these
- Engage with the Brook Learning Trust appraisal process, in particular how your own role contributes to the vision for the Trust and your Academy
- Seek opportunities for Continued Professional Development and suggest those that may benefit others in the organisation

Hours of work
22.5 hours to be worked over a minimum of 3 days per week during term time. The additional 3 weeks will be needed during school closure periods.

PERSON SPECIFICATION – Trust Data Assistant

Key: The following Key shows at which stage each criterion needs to be evidenced.

(A) = Application Form, (I) = Interview, (T) = Task / Assessment Centre

Attributes	Essential	Desirable
Qualifications/Experience	• English & Maths GCSE or equivalent at C or above (A) • Use of ICT systems and software, particularly Excel (A & T) • Previous administrative experience or if a school leaver, an understanding of administrative support roles (A & I)	• Degree (A) • Use of SIM.net modules, such as Assessment Manager (A & T) • Previous experience in a Data/Analyst role (A)
Knowledge/Skills	• Ability to analyse data (I & T) • Ability to present data in a clear and concise manner for a range of audiences	• Exposure to data in an educational setting (A)
Personal qualities	• Initiative (I) • Effective in fostering relationships with a wide range of people (I) • Organisational skills (I) • Written and oral communication skills (I)	• Ability to motivate or persuade others (I)
Other requirements	• Committed to safeguarding and promoting the welfare of young people • Full understanding of confidentiality and data protection (I)	• Willing and able to travel to other academies within the Trust (I)