

JOB DESCRIPTION: DATA ASSISTANT – THE EBBSFLEET ACADEMY

HOURS:	22.5 hours, Term Time only, plus 9 days
REPORTING TO:	Trust Data Manager
GRADE:	Kent Range 6, points 14 – 17
SALARY	£20,222 to £22,072 pro rata £10,795 to £11,782

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

PERSON SPECIFICATION

Data Assistant for The Ebbsfleet Academy

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	<ul style="list-style-type: none">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)	<ul style="list-style-type: none">Degree (A)Use of SIM.net modules, such as Assessment Manager (A & T)Previous experience in a Data/Analyst role (A)
Knowledge/Skills	<ul style="list-style-type: none">Ability to analyse data (I & T)Ability to present data in a clear and concise manner for a range of audiences	<ul style="list-style-type: none">Exposure to data in an educational setting (A)
Personal qualities	<ul style="list-style-type: none">Initiative (I)Effective in fostering relationships with a wide range of people (I)Organisational skills (I)Written and oral communication skills (I)	<ul style="list-style-type: none">Ability to motivate or persuade others (I)
Other requirements	<ul style="list-style-type: none">Committed to safeguarding and promoting the welfare of young peopleFull understanding of confidentiality and data protection (I)	<ul style="list-style-type: none">Willing and able to travel to other academies within the Trust (I)