



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>Data Assistant</b>
<b>Grade / Salary:</b>	Grade 5, NJC SCP 9 - 17 Term-Time + 2 weeks in the Summer holiday around exams results days Salary: FTE: £25,119 – 28,770
<b>Hours:</b>	20 hours by negotiation
<b>Purpose of Job:</b> The successful applicant will be responsible for: Provide assistance to the Data & Administration Manager in managing and reporting all data.  <b>Reporting to:</b> Data & Administration Manager, Angela Johnson	

**There is significant opportunity to grow and develop within this role, and all relevant training will be provided as part of the school's extensive Continuous Professional Development programme.**

### **Main Duties and Responsibilities of the Role:**

#### **1. Student Data**

- Update SIMS and other records to record all student data relating to admissions and leavers.
- Assist the Data Manager with general school admissions administration using Applicaa Admissions+, including updating SIMS for new intake.
- To support the Data Manager in the development and maintenance of the school's management information system and pupil information system.
- Maintain up to date records of medical information and Pupil Premium, FSM and SEND data.
- To assist the Data Manager in the production of pupil reports to parents.
- To ensure that effective systems for assessment and reporting are in operation throughout the school. Particularly for student attendance, achievement, and behaviour for the student trackers.
- To produce data on an ad-hoc basis for staff.

#### **2. Assessment Data**

- Support the Data Manager and assisting with the collection of assessment data within SIMS using Assessment Manager and make student reports available to parents via EduLink.
- Identify missing data and request this from teaching staff.
- Liaise with HoDs, FTs, Pastoral Team and other MAT schools regarding data collection.
- To ensure that relevant SISRA data is presented appropriately to all Heads of Department in order to facilitate timely and meaningful curriculum and assessment intervention.

#### **3. Administration**

- Maintain other data management systems of the school including: SISRA, SchoolCloudSystem (parents' evening and academic review bookings), Applica (Admissions+), EduLink etc.
- Set up and management of Kerboodle
- Maintain the school filing system for current pupils and leavers, including GDPR-compliant processes.

- Maintain the Data Enquiries and Year 7 Intake email Inbox.
- Maintain accurate data in SIMS by performing regular data collection checks; add records of temporary staff to the SCR and play a part in reviewing all records for workforce census
- Prepare staff ID badges for new starters; set up email accounts and add to relevant mailing groups
- Monitoring of staff signing in/out system
- Maintain the Course Directory Provider Portal for the Skills Funding Agency
- Maintain the data for DfE, Performance Tables Checking Exercise
- Update notice screens

**General Responsibilities:**

**To play a role, under the overall direction of the Headmaster, in:**

- creating a school environment with an outstanding care and guidance of, and for, all members of the school community.
- contributing to the overall ethos and high academic achievement of the school.
- supporting outstanding teaching and learning, achievement, and behaviour across the school
- being an active member of the school community who is passionate about ensuring an excellent standard of teaching and learning.
- providing a flexible service that adapts to the changing needs of the school community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken.
- ensuring that the school community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the school by participating in and leading on enrichment activities;
- taking on relevant responsibilities that are both essential and add value to the School community
- being aware and alert to the care of each child in the school, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity.
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- attending and participating in meetings, as required.
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development.
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning.
- managing own workload and that of others to allow an appropriate work / home life balance.
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team.
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

**Other requirements:**

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times.
- to always carry out your responsibilities with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments) if required and appropriate to the role
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## Person Specification:

### Personal Qualities and Professional Relationships:

- To have a positive and motivated approach to work;
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

### Skills:

- To be competent in the use of ICT and data entry;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

### Operational experience:

- To have experience of working with and supporting young people;
- To have experience of using data management information systems and/or online systems.

### Other:

- To have an understanding and willingness to be involved in school enrichment activities.
- To have an understanding of the school environment and priorities for learning.

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*



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