**DATA ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 15 hours per week term time only +1 day in the holidays

**Salary:** Scale H4

**Reports to:** Data Manager and Deputy Headteacher, Teaching and Learning

**Post-holder must be available for approximately 4 days during the examination results period in August for which time off in lieu will be given. The post-holder must also be available to work very early (before school) to late in the day (after school) during the examination periods to meet the needs of the school, for which time in lieu will be given.**

**Job Description**

1. To help manage data including Assessment, Attendance, Examinations and Performance analysis.
2. To help support Schools Information Management System (BromCom).
3. To help produce the school census.
4. To help produce reports as required, to advise on the use of data.
5. To help setup tracking mark sheets and reports for all year groups.
6. Other data tasks may include:

* Collection of all centrally recorded student data concerning the assessment of academic and personal progress, including designated internal and external tests and exams.
* Storing current and past records of such data in an electronically accessible form.
* Processing and reporting on students’ academic records in such ways as the school may require.
* Publishing summary and statistical information derived from these records as required.
* Provision and maintenance of facilities to collect internal academic data by direct data entry by relevant staff.
* Combining data received from a variety of outside agencies and internal sources (e.g. CATS  
  predictions, FFT targets, SISRA, ALPS, KS2 scores, GCSE grades, A-level grades, coursework marks) and linking it with the school’s database.
* Familiarity with and the ability to customise the operation of appropriate software to enable the collection and reporting of data to suit the requirements of the day.
* Attending training courses in the use of relevant software.
* Prepare tracking reports and accompanying letters and quality assurance to be ready to be sent home.
* Produce reports from BromCom and other information sources to be shared with relevant groups of staff.
* Maintenance of present and past timetable and curriculum structure, public examination entries and results, prior attainment data in an accessible form.
* Liaising with relevant colleagues in school and outside school.
* Help with the new intake database in Access and Excel.
* Take responsibility for continued professional development in designated areas of focus e.g SISRA, Tracking

**Specific to exams, assist in the following:**

* Familiarity with software concerned with the collection and manipulation of examination information.
* Producing results lists and statistical information as required.

**Specific to 6th form, assist in the following:**

* Help with ALPS data.
* January and June exams analysis.
* Tracking reports and analysis - communicating with the collegiate schools.
* Any reports related to sixth form as required.

**General:**

* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.

To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the Data Manager, Examinations Manager and Deputy Headteachers.

**DATA ASSISTANT**

**PERSON SPECIFICATION**

**Essential:**

* Strong administrative and ICT skills, including use of the Google Suite, Word and Excel.
* Experience of working with databases, including data input and collation skills.
* Confidence and accuracy with data.
* A high level of accuracy in tasks.
* A logical approach to problem solving.
* An ability to manage a diverse workload, to prioritise tasks and meet deadlines.
* An ability to work effectively under pressure.
* An ability to manage a high volume of work.
* An ability to interpret and analyse data with precision.
* An ability to initiate and prepare routine correspondence, reports and emails.
* Confidentiality.
* To be willing to develop own expertise.
* A flexible person who is willing to adapt and try new things.
* Excellent communication skills.
* Attention to detail in all tasks.
* Excellent numerical skills.
* An ability to communicate with a range of people, including parents and other professionals.
* An ability to work well as part of a team and independently as required.
* Reliable.
* Excellent attendance and punctuality.
* A positive and hands-on attitude.
* A strong commitment to the School’s Equal Opportunities Policy and practice.

**Desirable:**

* Experience in MS Access and BromCom, but training will be given if required