

Data Assistant

Role Description

Data Assistant

NJC Pay Range:	Band D
Responsible For:	N/A
Responsible To:	Trust Data Team

Main Purpose of the Post

- To provide a reactive and operational tier 1 level of data support to Academies.
- To provide day-to-day support to Data Shared Services colleagues with data preparation and routine reporting.
- To validate information from Academies and systems to maintain data accuracy.
- Maintain high quality, accurate, pupil and curriculum data to support statutory returns, dashboards, assessment cycles, and overall trust data integrity.

Key Areas of Responsibility

Administrative Support

- Receive, log, triage and complete tier 1 data requests raised by Academy staff through the Trust ticketing system.
- Escalate complex tasks, system errors, structural data issues, or requests beyond operational scope to the Data, Systems & Insights Specialists, or the Trust Data Lead.
- Provide general administrative support to the Data Shared Services Team and other Shared Services as may be required.
- Update systems and databases with new or corrected information.
- Action the import and export of data files to and from the MIS and other systems i.e. CTF/ATF.

Assessment

- Help to manage the timely and accurate collection of assessment data in line with the Trust Assessment Calendar.
- Assist in the production of pupil progress reports for staff, parents/carers, and external agencies (i.e. LA, DfE), meeting deadlines as set in the assessment calendar.

Data analytics

- Extract data from MIS and associated systems and manipulate and format as appropriate to meet ad-hoc Academy level data requests.

MIS and Data Platform

- Monitor, validate and maintain pupil data within the MIS to ensure accuracy, completeness, and compliance with Trust data standards.
- Support admissions by creating pupil records, cleansing incoming data, and processing leavers/starters in line with defined workflows.

Exams

- Provide logistical examination support to the Examinations Officer during assessment and exam periods.

Timetable and Curriculum

- Assist with the creation of and maintenance of the Academy timetable under the direction of Trust Data Lead and / or the Data, Systems & Insights Specialists.
- Provide administrative support for MIS curriculum maintenance (e.g., managing class lists, room changes, pupil group adjustments) under the direction of Data Shared Services.

Statutory Returns

- Track statutory and internal reporting schedules, following up on missing or inconsistent data.
- Escalate delays, data risks, or unresolved issues promptly to the Trust Data Lead or Data Shared Services team.

Data Governance

- Follow Trust data standards, naming conventions, workflows, and quality procedures to ensure consistency across the Academy.
- Handle personal data in line with GDPR requirements and Trust Data Protection policies.
- Report data risks, inaccuracies or concerns promptly to the Trust Data Lead.
- Contribute to responses regarding Academy data breaches or Subject Access Requests.

Training and Support

- Provide support in the use of the Trusts MIS and data systems.
- Support the implementation of new systems by assisting staff with basic user tasks (e.g., login support, navigation), under the direction of the Data Shared Services Team.
- Assist with the setup and routine administration of systems and applications, such as parents' evening booking platforms and Bromcom/MCAS.
- Contribute to wider Academy operational projects where data processing is required, in line with the scope of the role.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Trust location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

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Supplementary Information

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of pupils and other adults within the Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective, and appropriate.
- To work collaboratively with others to deliver added value to Academies and the Trust.
- To understand the changing community and ensure stakeholder satisfaction.

This supplementary information forms part of the role description and should be used alongside the role specific information

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

Person Specification

Data Assistant

	Essential	Desirable
Qualifications and Training	GCSE English and Maths (Grade C/4 or above) or equivalent.	Relevant Level 3 Qualification.
Experience, Knowledge and Understanding	Experience in data entry, administration, or similar role.	- Experience in education or working with education data. - Understanding of data quality and validation processes. - Knowledge of MIS or SIMS systems.
Skills and Attitude	- Competent in Microsoft Excel and data handling. - Excellent communication, organisational and time management skills. - Strong analytical and problem-solving abilities. - Ability to stay calm and controlled under pressure and meet deadlines. - High level of accuracy and attention to detail. - Proactive and solution-focused approach.	
Personal Qualities and Attributes	- Effective communicator both in verbal and written form to a variety of audiences. - Ability to work with a wide range of people and build effective working relationships. - Conscientious and reliable with strong professional integrity. - Self-motivated with ability to work on own initiative to set schedules and procedures. - An advocate for the Academy and Trust.	Ability to contribute new ideas.
Commitment	- Commitment to diversity and equality of opportunity in all working practices. - Commitment to child protection and safeguarding policies and procedures. - Commitment to personal professional learning and development.	

**The postholder is required to ensure they have the appropriate car business insurance to meet the requirements of the post.*