

THE HOLT SCHOOL

Holt Lane

Wokingham

RG41 1EE



Tel: 0118 978 0165

holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

Data Assistant

Salary: Grade 4 SCP 7-11: £25,584-£27,269FTE per annum.

Actual salary £17,309 - £18,449 per annum

30 hours per week

Monday to Friday 09:00 am to 3:00 pm. Term time only

Start date: January 2025

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

Duties to include using SIMS to assist with the processing of student reports and reviews, to strict deadlines, maintaining class lists, entering student data, administering free school meals and dealing with any requests from staff. The job requires a high level of numeracy and an eye for detail. A good knowledge of Microsoft Word and Excel is essential and knowledge of SIMS is desirable. The job also includes proof reading of reports and liaising with colleagues.

You will be working closely with the Data Manager, support staff and teaching staff. We are looking for a self motivated, adaptable person who enjoys working with data and in a team.

Application forms and recruitment pack are available to download from the school [website](#)

Please note that we are unable to accept CVs. If you would like to discuss this post, please contact Mrs Anna Harrington, Data Manager.

Completed application forms should be emailed to holtschool@holt.wokingham.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

Closing Date: 9am, Friday, 13th December 2024

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Data Assistant	Reviewed:	December 2024
Reports to:	Data Manager	Hours of work/FTE	30 per week, term time only
Grade/Pay Scale:	4	Employment Status	Permanent
		Work Pattern	9am – 3pm

To be line managed by: Data Manager

1. Responsible for entering new student data onto SIMS, using Applicaa or 'green sheets'.
2. Responsible for updating admissions and leavers on SIMS throughout the year
3. Responsible for producing student reports and reviews as required throughout the year including uploading to the SIMS portal.
4. Assist the data manager with data housekeeping, including end of year procedures to comply with GDPR
5. Assist with the maintenance of the academic database including updating class lists and set lists prior to autumn term
6. Assist with the year 9 option choices process
7. Assist with the allocation of detentions on a daily basis
8. Monitor achievements as entered by staff.
9. Undertaking the maintenance and updating of excel templates to produce data for the data pack
10. Assisting in the production of the data pack
11. Producing student data reports to assist departments and leadership team to monitor student progress
12. Maintaining the data on the parent portal (SIMS parent) including communication of invitation codes
13. Maintaining the data on the student portal (SIMS student) including communication of invitations codes
14. Managing the Free School meals policy by:
 - a. Entering required data from parents
 - b. Making contact with parents and students as required
 - c. Ensuring SIMS is up-to-date with free school meals data
 - d. Maintaining OSFM with applications, protected students and student leavers
15. Setting up, maintaining and updating ALPS and FFT Aspire
16. Managing the school calendar with booking requests and main school events including the review dates
17. Utilise the Room Bookings tool (or equivalent) to keep school calendar up-to-date.
18. Managing the parents evenings for years 7-13, either face-to-face or online. Including running the SIMS Extract
19. Assist Data Manager with timetable support and deputise when required

This job description is not intended to be a comprehensive definition of the post and will additionally include any task, which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Student Support Assistant	Essential	Desirable
Education		
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel and Outlook	✓	

Skills		
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

Personal Qualities:		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓