



# ALL SAINTS

## CATHOLIC COLLEGE

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ORARE LABORARE SERVIRE

## Graduate Data Analyst

### Job Description

## Reports to: School Business Manager

### Grade: Scale Point 4

We have an exciting opportunity for a talented Graduate to join our school in the role of a Data Analyst. Reporting directly into the School Business Manager, and working alongside an extended data and admissions team, the successful candidate will support the data and analyst work streams of the school. The Data Analyst role is an incredibly valued and important part of our support staff structure and the work they complete is **an important contribution to the overall delivery of the school's data strategy**. We can also offer the successful candidate an exciting role in a national data project.

## Main Purpose of Job

- To provide effective data analysis, exams administration and financial monitoring support to the School Business Manager and other senior staff;
- To contribute to the overall ethos/work/aims of the school and meeting the needs of the children;
- Be aware of and support difference and ensure equal opportunities for all;
- To be an ambassador for the school when meeting parents and other visitors;
- To make a positive contribution to the Catholic life of the school.

## Main Responsibilities

### Data Management

- Facilitating the analysis of student achievement by group, sub-group; identifying gaps, patterns and highlighting these to senior management;
- Benchmarking of school data against local and national trends;
- Designing and producing regular reports for teachers, managers, governors, external agencies that highlight strengths and areas for improvement;
- Designing and creating reports for parents and students which are professional, clear and user-friendly;
- To undertake training and development relevant to the post and in line with the school priorities;
- To support the smooth running of the administrative functions of the school by working collaboratively with other support staff as required;
- To undertake any other duties as directed by your Line Manager or the Headteacher.

### Exams

- To support the Senior Team in external exam administration.

### Stakeholder Focus

- Build excellent professional relationships with children, parents, staff, as well as suppliers, contractors and stakeholders associated with the business activity of the school;
- Provide an excellent business administration service to all sections of the school community regardless of race, sex, background or age.

## Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security;
- Contribute to safeguarding the welfare of children in the school;
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.

## Performance and Line Management

- Regularly reflect upon your performance, set targets, action plan and review your work;
- Keep an up to date professional portfolio (CPD file);
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges;
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required;
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review.

## Other

Due to the size of the establishment, it should be emphasised that all support staff are regularly required to assist in different areas. Sometimes there are emergencies, interruptions and unplanned tasks that need to be done to tight deadlines and you may be asked to undertake such other duties that are not included in your job description.

# Person Specification

Personal characteristics	<ul style="list-style-type: none"><li>• Qualifications up to degree level</li><li>• Genuine passion and a belief in the potential of every student</li><li>• Flexible, highly organised and able to multi-task and prioritise work to meet deadlines</li><li>• Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure</li><li>• Able to take ownership of tasks and work with minimal supervision</li><li>• Have exacting standards and a keen eye for detail</li><li>• Keen to learn and further develop own skills</li><li>• Exercises sound judgment, especially relating to confidentiality and discretion</li><li>• Excellent interpersonal skills with children and adults</li></ul>
Specific Skills	<ul style="list-style-type: none"><li>• Must have excellent IT skills particularly in Microsoft Excel</li><li>• Experience of Power Bi is desired but not essential</li><li>• Experience of SIMs is desired but not essential</li><li>• Good administrative and organisational skills</li><li>• Good written and oral communication skills</li><li>• Understand the importance of confidentiality and discretion</li><li>• Ability to write clearly and concisely and to produce and maintain documents and systems</li><li>• Ability to priorities workload and hit deadlines</li><li>• Ability to recruit and develop a data team</li></ul>