

Rushcliffe School – Job Description

Post: Data Assistant

Responsible to: MIS Leader

Grade: Grade 3 NJE Spinal Point Range 14-18

Hours: 37 hours per week, term-time only plus 10 days directed by the academy

Updated: October 2017

Core purpose of the role:

To provide support and assistance to the Data and Exams Team undertaking the following duties and responsibilities.

Duties and responsibilities:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative and accountability.

- To accurately and promptly input and maintain student data within the school's management information systems (MIS), including, for example, SIMS, SISRA and Show My Homework.
- To assist in the day to day management and administration of the assessment data process.
- To assist with the production of termly progress reviews and reports to parents.
- To assist with the production of accurate data reports as required.
- To assist with the production of the school census and other statutory returns.
- To assist with the SIMS end of academic year procedures.
- To assist with the import and export of data into the school's MIS, including upload to and download from external sources.
- To assist with the day to day running of exams.
- To provide general administrative support to the Data and Exams Team.
- To attend on and around GCSE and A Level examination results days in August to assist with the preparation and issue of results to students. Attend around the last week of the summer break to assist with final preparations for the start of the new academic year.
- To attend relevant courses, meetings and training aids to both maintain and develop knowledge, understanding and skills associated with the tasks and responsibilities outlined above.
- Responsibility for quality assuring all aspects of the tasks listed above.
- To undertake any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.
- To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities.

Agreed by post holder (Print name): _____ **Signed:** _____ **Date** _____

PERSON SPECIFICATION

Criteria	Essential	Desirable
<u>Education and Training</u>		
GCSE Maths and English (grade C or above)	Y	
Further qualifications or relevant data experience	Y	
Microsoft Office – EXCEL and Word	Y	
<u>Experience and Skills</u>		
Ability to work as part of a team	Y	
Experience of working with young people		Y
Excellent time management and organisational skills	Y	
A flexible approach to work	Y	
Ability to work under pressure and in challenging situations		Y
Accuracy and attention to detail	Y	
Excellent communication skills at all levels and in all circumstances	Y	
Ability to prioritise and organise own workload	Y	
Promote a positive working environment	Y	
Remain calm under pressure or during unexpected circumstances		Y
<u>Knowledge</u>		
Knowledge of databases and management information systems i.e. SIMS, SISRA and Show My Homework		Y
Knowledge and understanding of the data requirements of schools		Y
<u>Disposition</u>		
Energy and drive to support colleagues		Y
Friendly and approachable but firm manner		Y
Willingness to facilitate help for students and colleagues when difficulties arise		Y
Smart appearance	Y	
Sense of humour		Y
<u>Additional requirements</u>		
An expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS check	Y	
Understanding of and commitment to Equal Opportunities policies and acceptance of responsibility for practical application	Y	