



Job Description

Academic and Admissions Data Assistant

Job Title:	Academic and Admissions Data Assistant
Department:	Exams and Data Office
Responsible to:	Assistant Headteacher – Line Manager
Salary Grade:	Grade D/E Dependent on Experience Point 5 – 6/7-11
Contracted Hours/Week:	25 hours per week – Flexible working considered
Contracted Weeks/Year:	39 (Term time only) plus 5 days to be worked during results weeks in the summer holidays

Main Job Purpose:

Progress data: To produce the data which is used to track student progress and improve outcomes.

Main Responsibilities:

To assist with the work of the data team in ensuring the effective operation of the school management information system and its associated functions.

Progress Data collection and distribution:

- To use results of cognitive abilities tests (CATs) and ALPs (Post 16) to generate student targets.
- To export tracking data to SISRA analytics for use by staff and governors.
- To set up mark sheets for staff to enter assessment data.
- To manage setting and streaming data for the new Year 9 intake each year.
- To support data analysis on GCSE and A-Level results days and the subsequent new sixth form subject choice.
- Supporting departmental/faculty data acquisition and analysis.
- Production of reports on an ad hoc basis.
- To monitor the completion of data collection and follow up missing data as required.
- To check the integrity and completeness of data on the import and before distribution.
- To generate progress checks and distribute these.

Admissions

- Co-ordinate preparation of the applicant information packs and new student welcome packs.
- Issue invitation for external Sixth form admission interviews.
- Issue welcome letter and forms to parent of new intake and in year admissions.
- Process completed admissions information and follow up with parents/carers when forms are not completed.

Other responsibilities:

- To co-ordinate and manage Year 11 in-school revision session timetable.
- To provide assistance to the Data Manager as required.
- To provide support, as needed, to ensure the effective administration of the behaviour management system.
- To provide cover for other administrative staff as required by the Finance Director.
- To undertake any further professional development as required.

Additional Responsibilities

- To undertake any relevant training and development activities, including induction and annual appraisal
- Attend relevant training as required by the Finance Director.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	Finance Director Manager's Signature	_____
Date	_____	Date	_____