


| Data Assistant   |                          |                  |                     |
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### Job Description

|               |                         |
|---------------|-------------------------|
| Location      | Foundation Office       |
| Contract Type | Full time               |
| Working hours | 8.30-4.30pm             |
| Reporting to  | Foundation Data Manager |

### School Ethos:

Coventry School Foundation Schools provide an independent education for around 1,800 pupils aged 2-18. The schools, all of which are co-educational, are Bablake Senior, Bablake Junior, King Henry VIII Senior, King Henry VIII Junior School and Bablake and King Henry VIII Pre Prep. The Foundation Office provides centralised support services to our Schools across a range of functions including HR, Marketing, Estates and Finance. We work closely with colleagues in our Schools to ensure a high level of professional support and to contribute to the efficient running of the Foundation.

### Role Summary


We are seeking to appoint an outstanding individual to support the work of the Foundation Data Manager, who is responsible for the effective and efficient management of pupil data and the operation of the systems on which this data is held. The Data Assistant will support the Foundation Data Manager, maintaining the efficient use of data across the Schools through use of the MIS, iSAMS, ensuring the provision of good quality information to teachers, parents and students.

The successful candidate will have excellent IT and organisational skills. They will be highly proficient in the use of Microsoft Excel and related applications. They will have relevant experience in a busy administrative role and will be calm and focused when working under tight deadlines. They will also be confident in handling large volumes of data and aware of data protection responsibilities. They will be a strong communicator with good written skills and will be highly accurate, with excellent attention to detail.

### Main Duties & Responsibilities

- Support the Foundation Data Manager in the day-to-day administration, setup and management the Schools' MIS system, with careful consideration of data security and data protection requirements;
- Maintain a detailed working knowledge of all areas of the MIS system (iSAMS), together with its supporting systems and services;
- Produce, manipulate and maintain a range of complex documents in Word and Excel;
- Importing and exporting data as required between systems;
- Assist in the administration of internal and external pupil assessments, tracking and reporting;
- Assist with the preparation of data for the annual ISI and DfE Census returns and ISI inspection preparation;
- Assist with the administration of accounts with outside agencies, and preparation of data for submission to outside agencies;
- Assist with the administration and setup of areas within the MIS;
- As part of the Data Team, assist in the administration of Data Protection documentation;
- As part of the Data Team, provide a customer-focused service supporting all stakeholders in their use of the data systems, responding to staff requests and user account queries; undertake any other reasonable duties and responsibilities as may be required by the Foundation Data Manager.



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### General

- Promoting welfare and safety of all members of the school community, and adherence to the Foundation's Safeguarding and Child Protection Policy;
- Support the aims and values of the Foundation;
- Support all members of the community with respect and consideration;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the CPD and professional development procedures;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.


### Personal Specification

| Personal Characteristics                                       | Essential/Desirable |
|--|---------------------|
| <i>Expert communication skills</i>                             | <i>E</i>            |
| <i>Superior listening skills</i>                               | <i>E</i>            |
| <i>Deep knowledge and passion for their subject matter</i>     | <i>E</i>            |
| <i>The ability to build caring relationships with students</i> | <i>E</i>            |
| <i>Friendliness and approachability</i>                        | <i>E</i>            |



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|                                  | Essential   | Desirable  |  |
|----------------------------------|---|--|--|
| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>Completed a broad education to A level or equivalent</li> <li>GCSE Grade C (or above) in English Language and Mathematics (or equivalent)</li> </ul>   | <ul style="list-style-type: none"> <li>Educated to degree level (or equivalent)</li> <li>NVQ level 3 (or equivalent) in Business Administration</li> </ul> | Contents of the Application Form<br>Copies of qualifications             |
| <b>Experience/<br/>Knowledge</b> | <ul style="list-style-type: none"> <li>Experience of working in a busy administrative environment</li> <li>Uses experience and skills to solve problems quickly and effectively for all involved</li> <li>Be proactive in helping the team take steps to implement improvements as and when required.</li> <li>Ability to work with stakeholders to ensure that desired outcomes, timescales and standards are clarified for tasks to ensure a high standard of work</li> <li>Successfully resolving conflict and dealing with complaints effectively</li> <li>Excellent IT proficiency e.g. Word, Excel, PowerPoint, Microsoft Office 365, MIS, online digital systems and email.</li> </ul> | <ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Previous knowledge of database systems</li> </ul>            | Contents of the Application Form<br>Interview<br>Professional references |
| <b>Skills/Abilities</b>          | <ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal</li> <li>Excellent interpersonal skills</li> <li>Works well under pressure; remaining calm and able to manage conflicting priorities</li> <li>Ability to support team in managing the workload of staff, in conjunction with the deadline.</li> <li>Excellent attention to detail, to ensure accuracy at all times</li> <li>Maintains tact, diplomacy and confidentiality at all times</li> <li>Inspires confidence with users in the professional and confidential service provided by both self and the team</li> <li>Works in a methodical manner with good analytical skills</li> </ul>    |  | Contents of the Application Form<br>Interview<br>Professional references |
| <b>Aptitude</b>                  | <ul style="list-style-type: none"> <li>Be friendly and helpful</li> <li>Trustworthy and reliable</li> <li>Readiness to develop and listen to and act on constructive feedback</li> </ul>  |  | Contents of the Application Form<br>Interview                            |

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|  | <ul style="list-style-type: none"> <li>Demonstrates an understanding of the working environment, with young children and sympathetic to the ethos, aims and expectations of the School.</li> </ul>   | Professional references  |
| <b>Safeguarding Children, Young People and Vulnerable Adults</b> | <ul style="list-style-type: none"> <li>A commitment to the safeguarding and well-being of children and young people at the school, in accordance with Foundation policies</li> <li>A willingness to adhere to the Foundation policy on safeguarding and to undertake training as required</li> </ul> | Contents of the Application Form<br>Interview<br>Professional references<br>Successful DBS Clearance |
| <b>Equal Opportunities</b>                                       | <ul style="list-style-type: none"> <li>Understanding of the requirements of Equality, Diversity and Inclusion and a commitment to working in an inclusive manner</li> </ul>  |  |