



Ashlyns School: Role Description Support Staff

Title of Post	Data Assistant
Grade (including allowances)	H4-H5 + Fringe Allowance
Reporting to	Data Manager
Date	June 2026
Time/Hours	24 hours per week, 40 weeks per year (38 weeks term time plus two weeks (flexibility is required for time-sensitive data requirements)).

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development, making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community, including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

To provide support and assist the Data Manager in all aspects of data collection and management of the in-house systems.

Main areas of responsibility:

- To assist the Data Manager with the planning, organisation and maintenance of all databases, including Arbor and Sisra, and all procedures required for the start and the end of an academic year.
- Ensure pupil data is accurate and up to date with KS2 results, CATS and targets.
- Import student data for a range of sites, e.g., CATS/NGRT/ALIS.
- Assist in the government data checking procedures throughout the academic year.
- Assist in the GCSE/GCE Options process for Year 9 and Year 11.
- Assist with the target-setting process for Year 7, Year 10, and Year 12.
- Involvement in A Level and GCSE Results days and submissions to FFT/LA. Preparation of spreadsheets to assist sixth-form with Year 12 applications.
- Ensure teaching staff complete student reports accurately and on time, enabling reports to be sent home on time.
- Prepare templates and reports for every data collection and assist in the Full Report process for each year group.
- Organise and update the SDQ for all year groups during the academic year.
- Organise and update the Year 9 Options carousel during the academic year.
- Prepare and check data and assist with the submission of statutory forms and returns, e.g. Census returns, especially Post 16 returns.
- Communicate and help all staff with data queries and requests, share data and improve efficiency.
- Any other reasonable task as requested by the Data Manager or their line managers.
- Assist other stakeholders in the school community when processes involve data input or involvement.
- The above duties are neither exclusive nor exhaustive. The duties and responsibilities of the post may change over time as requirements and circumstances change. Flexibility with working hours is required during very busy times.

Person Specification

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Intermediate ICT training in Microsoft/Google programmes	X	
Experience		
4. Experience of running effective administrative and clerical systems	X	
5. Experience of using School Information Management Systems		X
6. Working with children, young people, parents and families, preferably within an education context		X
7. Working as part of a team, as well as on your own initiative	X	
8. Experience in managing a team		X
Knowledge		
9. Knowledge of school systems and procedures		X
10. Knowledge of how the Data role works		X
11. Demonstrate an understanding of issues linked to confidentiality and demonstrate high moral standards	X	
Skills		
12. Ability to communicate effectively both orally and in writing	X	
13. Ability to prioritise and meet tight deadlines	X	
14. Excellent attention to detail	X	
15. Excellent telephone manner	X	
16. Ability to use IT systems effectively to produce reports and record information	X	
17. Demonstrate an ability to cope with stressful situations	X	
18. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
19. The flexibility to adapt to changing workload demands and new school challenges	X	
20. Personal commitment to continuous self-development	X	
Personal Qualities		
21. Good role model	X	
22. Strong interpersonal skills	X	
23. Energetic, creative and enthusiastic	X	
24. Co-operative, flexible and responsible	X	
25. Able to prioritise and work under own initiative	X	
26. Reliable, well-organised and committed to high standards	X	
27. Accurate with a good eye for detail	X	
28. Able to maintain confidentiality	X	