



## Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Data Assistant
Reports To	MIS Manager
Contract Type	Permanent, Term Time
Role	Support
Working Pattern (Days)	Monday & Tuesday 9.30am - 2.30pm  Remaining 5 hours to be worked flexibly on either Wednesday, Thursday or Friday.  15 hours per week.
Pay Range	H6, 14

### Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### Job Purpose

The person appointed will deputise for the MIS Manager throughout the academic year. They will need to be flexible in their approach, and adapt to a busy school environment. At times in the year, they may be asked to support with administrative tasks in other areas of the school, at a level appropriate to their position.

### Main Duties and Responsibilities

#### Bromcom and Data

- Review data marksheets in Bromcom when reports are being prepared.
- Liaise with staff across the school to ensure that missing data is entered.
- Prepare student reports and basic analysis from Bromcom for checking by HOYs.
- Use Bromcom to send messages and reports to parents and students.
- Ensure that Bromcom users are supported in their use of Bromcom on Mondays and Tuesdays when the Data and MIS Manager is not in school, e.g. ensuring new users can access their accounts, support in accessing and completing reports,



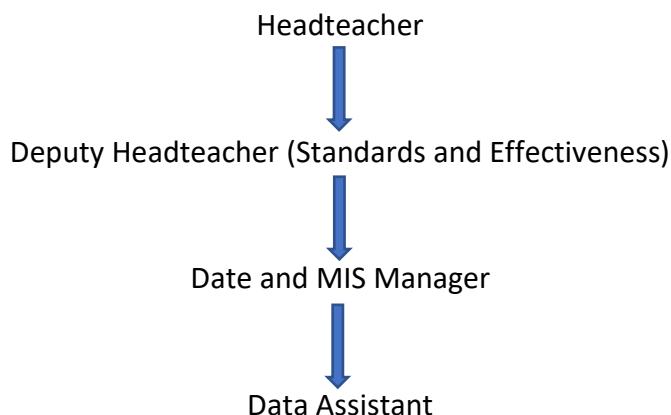
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- Work with the Data and MIS manager on other areas of Bromcom as needed.
- Deputise for the Data and MIS manager in their absence.

#### **Software Platform Administration**

- Blue Sky – set up and maintain staffing structure and administer staff access
- Twinkl – administer staff access

#### **ORGANISATION CHART**



#### **Notes**

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.



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- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher

Signed: \_\_\_\_\_ Date: \_\_\_\_\_