

JOB DESCRIPTION

POST: Data, Assessment and Attendance Co-ordinator
GRADE: Grade 6, Points 15-20 (£30,024 to £32,597 per annum pro rata. Actual salary at point 15 £25,680, £15.56 per hour)
LOCATION: The Milestone School
HOURS: 37 hours/week, Term Time Only plus INSET days

JOB PURPOSE

To have responsibility for gathering, collating, inputting, extracting and updating pupil data, including assessment and attendance data, into the schools MIS, supporting the Quality of Education (QoE) and pupil attendance across the school.

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern and referred appropriately to the school attendance officer where necessary.

To ensure the needs of the school regarding pupil data and attendance are met. You will provide support to staff in relation to the data that is held, updating and collating pupil information and the production of various reports from this data for the Senior Leadership Team (SLT) and other internal and external stakeholders.

To provide excellent administrative functions to assist the SLT and the wider administrative team in the smooth running of the school.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the Operational Lead, Assistant Headteachers, Deputy Headteachers and Headteacher to:

Database Management:

- Manage and maintain the integrity of all academic-related data in the schools MIS systems.
- Collate and export assessment information ready for use in other systems within the school using, but not limited to, Microsoft Excel.
- Create custom reports using system report builder tools, for the export of academic reports to families and as required by SLT/support staff managers.

Academic Data Management:

- Working closely with the Senior Leadership Team and the Deputy Headteacher, manage the integrity of data for the creation of the new academic year data set and associated processes.

- Record and extrapolate information and produce reports or data as required by SLT or other staff using knowledge of pupil assessment and progress.
- Disseminate information to Heads of Department.
- Liaise with the Admin Team to add details of new pupils/remove leavers to/from the database.
- Transfer final year pupils/leaver pupils into "Past Pupils".
- Manage the integrity of the data relevant to the school reports process.
- Liaise with the IT Department as necessary.
- Co-ordinate the school's assessment data/MIS and troubleshoot issues where required.
- Support SLT with data analysis to track pupil progress, attainment, and curriculum impact.
- Create custom academic reports for internal use and external communication with parents.
- Compile pupil progress information, assessment reports and data.
- Compile data for Education, Health and Care Plans (EHCPs).
- Develop and manage assessment and data systems, acting as the key liaison with external providers of assessment platforms and programs.
- Provide training and guidance to staff on assessment and data systems, including the creation of user guides.

Attendance Management

- Daily Attendance Monitoring and Follow-Up
 - Ensure that daily attendance registers are completed accurately and promptly by staff.
 - Follow up on any missing or incomplete register data with the relevant staff or external bodies.
 - Escalate unexplained pupil absence issues where appropriate to SLT, Attendance Officer (AO), and Attendance Team (AT).
 - Administer the school's absence procedures as outlined in the Attendance Policy, including generating and sending absence-related letters and ensuring the completion of necessary documentation.
- Collaboration and Escalation
 - Liaise with the AO, AT, Family Support Team (FST), Support for Learning (SFLT) Team, and SLT regarding the reasons for pupil lateness, including those transported by the local authority, and escalate concerns as necessary.
 - To monitor, record (to GCC) and regularly review pupils on Part-Time Timetables.
 - Work collaboratively with the AO, AT, SLT and families to review and maintain Part-Time Timetables.
 - Coordinate, attend, and minute attendance meetings with the AO and AT, and undertake any actions arising.

- Represent the school at termly GCC Attendance Network Meetings and share relevant updates with the FST, SFLT, AO, AT, and SLT.
- Reporting and Data Analysis
 - Manage and distribute daily absence reports to the AO, AT, and SLT.
 - Produce and interpret detailed attendance reports, identifying trends, reasons for absence, and areas of concern.
 - Use data insightfully to identify attendance patterns at an early stage and support the AO, AT, and SLT in implementing appropriate interventions.
 - Generate attendance data and reports for inclusion in the statutory school census and to inform internal decision-making.
 - Maintain an Attendance Percentage spreadsheet to support regular review at AO and AT meetings.
 - Assist in ensuring records are accurate and up to date prior to each school census.
- Support for Vulnerable Groups and Legal Compliance
 - Closely monitor the attendance of vulnerable pupil groups and collaborate with internal teams and external bodies to address concerns.
 - Ensure compliance with statutory duties relating to "children who are absent from education" for prolonged or repeated periods.
- Communication, Administration and Continued Professional Development (CPD)
 - Use the school's communication systems to send timely and confidential attendance-related information to families.
 - Keep up to date with relevant national and local updates by regularly checking platforms such as DfE and GCC SchoolsNet.
To represent the school and attend termly GCC Attendance Network Meetings.
 - Following GCC Attendance Network Meetings, feedback relevant information to FST, SFLT, AO, AT and SLT.
 - Undertake required continuing professional development (CPD) relevant to attendance and absence monitoring.

Senior Leadership Support

- Undertake administrative support for SLT as required.
- Take minutes during confidential SLT meetings (both during and after school).
- Be responsible for all pupil-related records, ensuring accuracy and confidentiality.
- Complete and transfer new pupil starter and leaver information in a timely manner.
- Enter data and maintain accuracy on online and internal school systems.
- Complete and upload the pupil census three times annually.
- Produce pupil reports as requested by SLT.
- Compile and distribute responses from family questionnaires to SLT.

Other Duties

- Support general administrative tasks and reception duties as needed.
- Cover administrative/reception duties where necessary.
- Be proficient in relevant IT systems and stay updated with software developments.
- Proactively contribute to meetings and school-wide initiatives.
- Archive and manage pupil files, ensuring timely delivery of leaver files.
- Distribute and collect confidential pupil data collection sheets.
- Ensure regular checking, cleansing and purging of data to ensure accuracy and compliance with data protection guidelines, in particular, GDPR.
- Maintain up-to-date assessment records, including class changes, pupil entries and exits, staff additions or archiving, FSM entitlement, LAC status, and other relevant data.
- Produce and update pupil information relating to Post 16 placements.
- To word process correspondence, schemes of work, reports and documents related to Curriculum and data where necessary.

GENERAL

- Maintain confidentiality and discretion regarding sensitive information.
- Comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person.
- Represent the school at all times in a professional, positive and helpful way.
- Participate in the school's appraisal programme.
- Undertake training where this is appropriate.
- Contribute pro-actively to meetings and discussions as required, and to participate in the whole school team.
- Ensure the school is compliant with and adhere to GDPR.
- Ensure all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others.
- Report any health and safety issues to the Estates Team.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Operations Manager, Senior Leadership Team, Headteacher

PRINCIPAL CONTACTS

Staff, pupils, parents, volunteers, contractors and other professional groups.

SPECIAL CONDITIONS

- where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears)
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post, and the postholder may be required to undertake other tasks appropriate to the level of appointment as the Line Manager/Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The postholder is expected to have professional regard for the ethos, policies and practices of the School and Trust and to main high standards as outlined in the Code of Conduct.

Signed (employee)

Printed..... (employee)

PERSON SPECIFICATION
Data, Assessment and Attendance Co-ordinator

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • educated to level 3 or equivalent in a relevant field • proficiency in IT software systems and general administration • significant experience of data management and interpretation of data • experience of working in a school or special needs setting 	<ul style="list-style-type: none"> • experience of working as part of a team • experience of using school-based MIS (such as RM Arbor etc.)
Knowledge & Skills	<ul style="list-style-type: none"> • excellent communication skills accurate and methodical working • ability to manage conflicting priorities in a busy setting and remain calm under pressure • ability to interpret complex data to support the quality of teaching and attendance within school • the ability to maintain confidentiality, and deal discreetly with sensitive or challenging situations • the ability to respond and relate well to pupils and colleagues • the ability to build and form good relationships with colleagues • familiarity with GDPR/Data Protection Act 	<ul style="list-style-type: none"> • interest in the work of the school and its pupils • the ability to understand and contribute positively to a large and complex organisation • willingness to work flexibly and cooperatively, with a whole school approach • knowledge/experience of a Total Communication environment
Personal qualities	<ul style="list-style-type: none"> • highly motivated, well organised enthusiastic, friendly, approachable, reliable • ability to adapt to a changing environment • ability to work flexibly • commitment to safeguarding and promoting the welfare of children • willingness to undertake training 	

Knowledge & values of the trust		<ul style="list-style-type: none"> • demonstrate a commitment to the wider work of the Trust • the ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> • occasional out of school hours working • enhanced DBS clearance • satisfactory medical clearance 	<ul style="list-style-type: none"> • a current full, driving license and use of own car