



Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

Job Description for Data Assistant

Objectives of the role:

- To work under the direct instruction of the SLT to facilitate the efficient running of the school.
- To assist with all areas relating to data matters ensuring the highest standards of compliance at all times.
- To assist with administration and co-ordination of pupil data collections and analysis.
- To assist with the management of all pupil data systems ensuring data is accurate and up to date across both primary and secondary phases.
- To support all colleagues and support functions across the school as directed.

Principle responsibilities:

- Assist with the administration of the cycle of pupil data collections including inputting and maintaining new pupil admissions, leavers, Pupil Premium data and assessment information across systems such as but not limited to SIMS, SISRA and Tucasi.
- Assist with School census, DfE, Local Authority and any other returns.
- Administer Free School Meal eligibility.
- Operate, update and maintain all systems data including but not limited to SIMS, SISRA and Tucasi.
- Assist with the administration of the pastoral and academic end of year procedures across systems including but not limited to SIMS, SISRA and Tucasi.
- Assist with the storage and transfer of admissions and leaver data files and information according to statutory requirements and KET policies and procedures.
- Liaise with the staff team including the safeguarding and SEN team to ensure data is maintained and transferred according to statutory requirements and KET policies and procedures.
- Provide data and reports to governors and SLT as required.
- Support timetabling requirements.
- Support examinations officer to administer pupil assessment data.
- Assist with the administration of reports to parents.
- Support the online parents evening system set up and administration.
- Administer and report First Aid according to policy and procedure.

Web: www.kentshillpark.school Email: office@kentshillpark.school Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Kents Hill Park School is committed to safeguarding children.

- Provide general administrative support using Microsoft software (word, excel etc) alongside school systems such as SIMS and classcharts.
- Maintain confidentiality at all times.
- Assist with whole school events.
- Attend meetings and training as required.
- Undertake any tasks as reasonably directed by the Headteacher or designated person.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.
- To adopt a professional attitude at all times.
- Establish productive relationships with pupils, acting as a role model and setting high expectations in encouraging pupils to be polite and respectful.
- Be aware and comply with all policies, particularly those relating to Safeguarding, Health and Safety, Confidentiality and Data protection.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.