



**DATA (ATTENDANCE) ASSISTANT** (*fixed term from 23 February 2026 - 22 July 2026  
15-18.5 hours per week*)

**JOB DESCRIPTION**

**Main Purpose of the Post**

To support the Data Manager with some routine administrative aspects of student attendance and with the maintenance and housekeeping of current school systems (which include SIMS, Class Charts and Edulink).

**Main Tasks**

- Processing and administration of student absence requests
- Processing and administration of Penalty Notices, including the issuing of unpaid Penalty Notice documentation and standard letters to parents
- Supporting the Data Manager with attendance queries
- Adding absence comments to school information systems (SIMS)
- To support the data team in the administration, maintenance and housekeeping of our current school systems which include SIMS, Class Charts and Edulink

**Skills and Abilities**

The successful candidate will have:

- Excellent administrative skills
- Excellent attention to detail and accuracy
- Excellent communication skills, both verbally and in writing
- Good IT skills. Experience of working with SIMS or other school MIS would be beneficial but training can be provided
- Good organisational skills with the ability to work flexibly, adapt to different requests and work to tight deadlines
- A professional working ethic and commitment to raising standards in areas of responsibility
- Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable

