



Woolwich Polytechnic  
School for Boys



Woolwich Polytechnic  
School for Girls

## JOB DESCRIPTION

**Post:** Data Analysis Assistant  
(8.00 am – 4.00 pm)

**Responsible to:** School Data Managers/ Trust Director of Innovation & Systems

### **Purpose of the job**

To assist the Data Managers and the Director of Innovation & Systems in all matters relating to school and Trust data, including assisting with the management of internal data systems, the analysis of performance data, the production of reports for a range of audiences, the administration of internal examinations, the school census and parents' evening organisation.

### **Key duties and responsibilities:**

1. To assist in the collection and analysis of student performance data, including supporting the development of analysis techniques
2. To assist in the production and maintenance of summary reports and analyses for School and Trust Leaders and other audiences, including ad-hoc data analysis and reports.
3. To communicate the results of data analysis and identification of patterns, trends, and anomalies.
4. To assist in the production and distribution of Student reports for parents.
5. To ensure that all reports contain accurate data and are prepared to the required deadlines according to the schools' reporting calendars.
6. To support staff in their use of data in the classroom through training sessions and responding to requests from individuals.
7. To provide data for student focused meetings and attend these meetings as and when required.
8. To produce and update teaching group lists as required.
9. To support the scheduling and administration of Parents' Evenings
10. To support the preparation and completion of the Post-16 Student Census, and other Census returns as required
11. To provide support to schools in scheduling and administering internal examinations
12. To provide assistance and support to the schools' Exams Officers and Office Managers as required.
13. To deal with enquiries from a wide range of people (including staff, pupils, parents, visits and external agencies) by telephone, letter and in person.

14. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.
15. In dealing with members of the school's community to be mindful, at all times, of the school's and PolyMAT's Equal Opportunities policies.
16. To undertake other duties as required and which are commensurate with the level of responsibility of the postholder.

### **Selection Criteria**

1. An expectation to follow all safeguarding procedures
2. A logical and analytical approach to solving problems and interpreting data.
3. Ability to display a high level of attention to detail.
4. To be able to work as a team member.
5. To have a flexible and pro-active approach to all duties undertaken.
6. A good knowledge of Microsoft Excel and other Microsoft office applications.
7. Ability to prioritise work, to act on own initiative, to work under pressure and to meet deadlines.
8. Good inter-personal and organisational skills.
9. Ability to communicate both orally and in writing with pupils, staff, parents and officers at all levels in outside organisations.
10. Willingness to attend training courses to enhance development and performance.

December 2021