



AMPLEFORTH COLLEGE

Data Analyst

Job Description

To provide the school with effective support by carrying out a range of information management functions to enhance learning and teaching, safeguarding and attendance through the effective analysis, manipulation, monitoring and utilisation of information and data. To ensure that the College has accurate and high-quality core data.

Carrying out duties in the most cost-effective and efficient way. You will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety. Satisfy all criteria and checks relating to suitability to work in a school environment.

Main duties and responsibilities:

- Manage, process and analyse data using appropriate statistical techniques, including:
 - Producing clear, concise, accurate information to support the Senior Leadership Team (SLT) in raising standards of performance across the school.
 - Providing appropriate and timely data to Senior and Middle Leaders which allows for precise target setting, assessment, intervention, recording and reporting.
- Develop and implement data collection processes that optimise statistical efficiency and data quality:
 - Creating and managing the development of strategic and operational data analysis systems to support in depth analysis of teacher, subject and curriculum performance as part of the whole school self- review.
- Maintain the organisation's management information system (iSAMS) and other data systems to allow
 - assessment data and targets to be transparent for all stakeholders, including parents and students.
 - the smooth downloading of external exam/module results and that these are collated, up to date, accurate and accessible.
 - Smooth day-to-day running of the school including timetabling support
- Work with the College IT team to explore potential new tools which we might want to deploy to staff, students and parents
- Take part as a member of the IT Committee, representing both student data topics and iSAMS topics and engaging in discussion of wider IT issues

- Ensure that work is documented to allow others to take on the task if required, for example saving scripts and maintaining a data dictionary
- Support with the creation of reports and presentation of findings through different mediums that will provide regular, and useful, documents to inform other parties
- Help to identify and advise on data priorities and bring forward proposals for new areas of work within the organisation, and ensuring that analysis and evidence is effectively integrated within the work of the College as a whole
- Respond quickly and with comprehensive and reliable answers to queries and liaise with staff in other departments and external organisations as required
- Plan and organise own work, and improve own performance
- Undertake any other tasks/duties as may be reasonably required

The data analyst will also be expected to maintain an appropriate level of understanding of the education environment and keep abreast of developments in relevant legislation and good practice in order that this may inform his/her work.

This job description will be reviewed and amended in the light of changing professional demands.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.