



DATA ASSISTANT

Job Description

Post Title:	Data Assistant
Job Grade:	H3(20-25hours per week TTO) extra hours will be required during examination prelims and up to four weeks during the main examination period during the Summer term.
Responsible to:	Data Manager

Job Purpose:

- To provide support to the Data Manager to assist with all aspects supporting the Schools MIS'
- At key times of year Supporting the Examinations within the organisation, administration and smooth running of external exams and school exams
- Assist with the year 7 intake's Key Stage 2 data is complete and accurate and import to SIMS Assessment and Go4Schools
- Assist with Import CATs results and GCSE results into SIMS Assessment and Go4Schools

Support with aspects of SIMS System

- system permissions, issuing passwords and ensuring all staff have correct access to the information management system
- Maintain student database, importing CTFs from previous school for new students from the SA website and/or entering data from admission paperwork for new students
- Import photographs into SIMS for the whole Year groups taken by the visiting photographer on Year 6 taster day
- Regularly update the SeAM website with the numbers on roll in each Year group
- Check for details of new students allocated places on the SeAM website and record their start date
- When students leave the school, produce a CTF and upload on the SA/S2S website to the new school. Photocopy the leaver's file, keep the copy here and send original documents together with reports printed from the student's file and the behaviour and achievement log, using the blue bag if it is a Hertfordshire school or recorded delivery for a non-Hertfordshire school
- When requested by County, check the Sibling link on the SeAM website (annually)
- Set up and maintain the behaviour management procedures – setting up detentions in SIMS at the start of the school year, making any changes required
- Support the completion of the school census and other statistical government returns
- Check the SITSS website for updates to the SIMS system, new reports etc. Co-ordinate with ICT Support over performing upgrades
- Assist to Produce reports as requested by SLT, Directors of House etc regarding behaviour, exclusions etc

Registered office Support and improve the use of SIMS by staff generally: First Day Response:

Rumballs Road, Hemel Hempstead, Herts HP3 8JB

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Gates: 01442 205760

Pascal: 01442 205703

Sixth Form: 01442 205720



The Schools
Co-operative Society
9088259



Maths &
Computing

- Update and maintain Go4Schools

Exams

- The organisation of external invigilators for exams
- The provision of exam timetable to students
- The provision of exam materials
- Ensuring external exams are run in accordance with guidelines
- Invigilation at exams if require
- Assist with access arrangements where appropriate

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed

Longdean School is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be required to undertake DBS Disclosure at Enhanced level