


Foundation Data Assistant			
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Job Description

Location	Foundation Office
Contract Type	Full time
Working hours	Monday – Friday, 8.30am - 4.30pm
Reporting to	Foundation Data Manager

School Ethos:

Coventry School Foundation Schools provide an independent education for around 1,800 pupils aged 2-18. The schools, all of which are co-educational, are Bablake Senior, Bablake Junior, King Henry VIII Senior, King Henry VIII Junior School and Bablake and King Henry VIII Pre-Prep. The Foundation Office provides centralised support services to our Schools across a range of functions including HR, Marketing, Estates and Finance. We work closely with colleagues in our Schools to ensure a high level of professional support and to contribute to the efficient running of the Foundation.

Role Summary

We are seeking to appoint an outstanding individual to support the work of the Foundation Data Manager, who is responsible for the effective and efficient management of data and the operation of the systems on which this data is held. The Data Assistant will support the Foundation Data Manager, maintaining the efficient use of data across the schools through use of the MIS, iSAMS, ensuring the provision of good quality information to teachers, parents, and students.

The successful candidate will have excellent IT and organisational skills. They will be highly proficient in the use of Microsoft Excel and related applications. They will have relevant experience in a busy administrative role and will be calm and focused when working to tight deadlines. They will also be confident in handling large volumes of data and aware of data protection responsibilities. They will be a strong communicator with good written skills, accurate and have an excellent attention to detail.


Main Duties & Responsibilities

- Alongside the Foundation Data Manager, manage the day-to-day administration of the Schools' MIS system, with careful consideration of data security and data protection requirements, escalating queries or issues to the Foundation Data Manager as required.
- Maintain a detailed working knowledge of relevant areas of the MIS system (iSAMS).
- Produce, manipulate, and maintain a range of documents in Word and Excel.
- Importing and exporting data as required between systems.
- Support and lead, where needed, in the administration of internal and external pupil assessments, tracking and reporting cycles.
- Support and lead, where needed, with the preparation of data for the annual ISI and DfE Census returns, and ISI inspection preparation.
- Support the Foundation Data Manager with the administration of Data Protection documentation.
- Be the first point of contact for user account queries, ensuring you provide a customer-focused service supporting all stakeholders in their use of the data systems.
- Undertake any other reasonable duties and responsibilities as required by the Foundation Data Manager.

General

- Promoting welfare and safety of all members of the school community, and adherence to the Foundation's Safeguarding and Child Protection Policy.
- Support the aims and values of the Foundation.
- Support all members of the community with respect and consideration.



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- Take responsibility for professional development, participating in staff training including INSET days where required, and the CPD and professional development procedures.
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Personal Specification

Personal Characteristics	Essential/Desirable
Strong communication skills.	E
Meticulous attention to detail	E
Maintains tact, diplomacy, and confidentiality at all times.	E
The ability to build effective working relationships.	E
Friendliness and approachability.	E
Readiness to develop and listen to and act on constructive feedback.	E
Excellent IT proficiency e.g. Word, Excel, PowerPoint, Microsoft Office 365, MIS, online digital systems, and email.	E
Previous knowledge of database systems.	E
Experience of working in a school environment.	D

