



Data Assistant

Thank you for your interest in applying to Yavneh College. Below is some information about the post and the school, which we hope is helpful. We also enclose an application form and copies of our child protection and safer recruitment policies. Please note that applications cannot be considered unless the application form is completed in full. It should be returned to the Executive Headteacher, **together with a letter of application.**

The school is committed to safeguarding children and young people. The selection process includes scrutiny of the information provided in the completed application form, taking up references and an interview. All appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

General information about the school

Yavneh College is located adjacent to the Elstree Film and Television Studios in Borehamwood, Hertfordshire. The town of Borehamwood lies within Green Belt countryside on the outskirts of north London. Borehamwood and Elstree Station, 12 minutes' walk from the school, provides a fast and frequent train service south to Central London and north to St Albans and Luton. The main bus station for Borehamwood is a 3-minute walk from the school and provides services to the local Hertfordshire towns and north London suburbs.

Yavneh College is an 11-18 co-educational comprehensive, which opened in September 2006 with its first intake of Year 7 pupils and has added one cohort each year. The school was granted Academy status in July 2011.

Yavneh College has been constructed as a £30m campus funded by central government. We have state-of-the-art facilities and equipment throughout the site. Our Ofsted inspection in March 2011 graded Yavneh College as 'Outstanding'.

We are a Jewish faith school, but there is no requirement for staff to be Jewish; we welcome applications from all sections of the community and appoint the best. The majority of our staff are not Jewish.

If you have never worked in a Jewish school before, the following information may be helpful: school finishes at 1.30pm on Fridays. For a number of weeks during the winter months, school finishes at 1.10pm on Fridays. The school day starts at 8.30am and ends at 4pm on Mondays to Thursdays. We have the same number of days' holiday as other state schools, but our holiday dates can be different if Jewish festivals coincide with the school term.

Job Description

Purpose: To provide support and assist the Head of Data Management in all aspects of data collection and management of the in-house systems.

Main areas of responsibility:

- To assist the Head of Data Management with the planning, organisation and maintenance of all databases including SIMS and PARS.
- Ensure pupil data is accurate and up to date with KS2 results, CATS and targets.
- Ensure teaching staff complete pupil reports accurately and to deadlines to enable reports to be sent home on time.
- Prepare Assessment templates and Traffic Light reports after every data collection in readiness for data analysis.
- Maintain pupil groups for SEN and Pupil Premium
- Prepare data and assist with the submission of statutory forms and returns e.g. Census returns etc.
- Support the Pastoral Team with requests for logging pupil behaviour and producing reports when necessary.
- Support parents with queries on 'Insight' and generate passwords when required.
- Communicate and help all staff with data queries and requests, share data and improve efficiency.
- Any other reasonable task as requested by the Head of Data Management or his/her line managers.
- The above duties are neither exclusive nor exhaustive and duties and responsibilities of the post may change over time as requirements and circumstances change.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Knowledge, Skills and Experience

- High level of proficiency in the use of databases and spreadsheets (preferably Excel) to manage data successfully.
- Some experience in summarising data in order to produce reports.
- Ability to work unsupervised, at a fast pace whilst maintaining high levels accuracy.
- Must enjoy working off their own initiative and always looking to improve their practice.
- Excellent communication and organisational skills.
- Good time management.