

## **JOB DESCRIPTION**

Job Title: Data Analysis & Exams Apprentice

Reports To: School Data and Exams manager

Department: Children, Families & Schools

Section: Schools

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### **1. Purpose of the job**

The role of a Data Analyst & Exams Apprentice will be to learn to collect, organise and study data to provide the school with business insight. The apprentice will be involved with managing, cleansing, abstracting and aggregating data, and conducting a range of analytical studies on that data. They will work across a variety of projects, providing technical data solutions. The apprentice will learn to document and report the results of data analysis activities making recommendations to improve school performance. In addition to data analysis the apprentice will support the Exams and Data manager to deliver an exam service to the school departments, pupils and parents. To undertake the apprenticeship standard for a Data Analysis level 4 Apprenticeship standard.

### **2. Principle Accountabilities**

#### **Organisation/Administration/Resources**

- Support the Exams and Data Manager in planning, development, design, organisation and monitoring of support systems/procedures and policies
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Learn to provide detailed analysis and evaluation of data and produce reports / information as required
- Helping to provide advice and guidance to staff and others on data issues
- Undertake research and obtain information to inform decisions

#### **Relating to School Data Management**

- Under the supervision of the Exams and Data Manager learn to carry out the termly school Census
- Under the supervision of the Exams and Data Manager learn to input and analysis performance data including exam analysis and internal assessments

- Liaising with Heads of Departments on data analysis
- Under the supervision of the Exams and Data Manager learn to produce Management of reports
- To support the with results analysis relating to GCSE and other external examinations as well as mock exams and reports.

Learn to undertake the following in line with school procedures and under the supervision of the Exams and Data Manager

- identify, collect and migrate data to/from a range of internal and external systems
- manipulate and link different data sets as required
- interpret and apply the organisations data and information security standards, policies and procedures to data management activities
- collect and compile data from different sources
- perform database queries across multiple tables to extract data for analysis
- perform routine statistical analyses and ad-hoc queries
- use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data
- assist production of performance dashboards and reports
- assist with data quality checking and cleansing
- apply the tools and techniques for data analysis, data visualisation and presentation
- assist with the production of a range of ad-hoc and standard data analysis reports

### **Relating to Examinations Management**

- Under the supervision of the Exams and Data Manager learn to liaise with exam boards in order to ensure that correct entries are made for all public, vocational and internal examinations. Supporting the manager to prepare and collate the required entry information on behalf of students and parents, processing any necessary alterations and deal with queries from teachers, students and parents.
- To support the Exam and Data Manager to co-ordinate examination rooms, preparing attendance sheets and seating plans according to exam board policy. Support the manager to receive and store examination papers in a secure area to maintain confidentiality and to check, package and post completed exam papers and coursework in accordance with exam board policy.
- To assist with the recruitment and training of examination invigilators and to co-ordinate invigilation timetables to ensure the correct ratio of invigilators, arranging or acting as emergency cover when necessary.

- To support the Exam and Data Manager to respond to queries following exams and ensure that students wishing to appeal are supplied with the necessary paperwork. To assist the Exams and Data Manager with sending off completed paperwork or making online requests for appeals via the exam board's secure site.
- To support the Exams and Data Manager on GCSE results day (August), with distributing results and other documentation and collating certificates for issue by post.
- Learn to support the School Exam and Data Manager to download examination results into SIMS and provide result analysis and reports for the Deputy Headteacher relating to all internal and external examinations.

### **Support for the School**

- To 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
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos / work / aims of the school
- To establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils
- To attend and participate in regular meetings
- To participate in training and other learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** Data Analysis Apprentice

### CRITERIA

### ESSENTIAL CRITERIA

#### **Job Related Education and Qualifications and Knowledge**

- Five GCSEs and/or A levels; a Level 3 Apprenticeship; other relevant qualifications and experience. The interview process will include an aptitude test with a focus on functional mathematics.

#### **Experience**

- Experience in a similar role would be advantageous

#### **Skills & Abilities**

- Logical and creative thinking skills
- Analytical and problem solving skills
- Ability to work independently and to take responsibility
- Can use own initiative
- A thorough and organised approach
- Ability to work with a range of internal and external people
- Ability to communicate effectively in a variety of situations
- Maintain productive, professional and secure working environment
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Learn to manage own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.