

Education Systems Data Assistant

Grade 5

About the Service

The education Systems service area provides operational support to education statutory services, vulnerable learners and schools in respect of the systems that supports the delivery of education support services (including our current system educational system Capita One). The service project manages, commissions, re-designs and implements digital solutions alongside providing operational system support, training, advice and guidance to education support services.

The service works with education statutory services, vulnerable learners and schools within Staffordshire County Council and partner agencies to ensure we deliver accurate data for our statutory returns for schools and Staffordshire County council.

About the Role

This Education Systems Data Assistant is responsible for ensuring high quality data through the implementation of data standards and procedures in monitoring and maintaining core children and school information. To support schools in their statutory returns for example School census, assessments.

Reporting Relationships

Responsible to: Education System Lead

Responsible for: N/A

Key Accountabilities:

This post will import children's data from other systems into the local authority's main Education Management Information System enabling the County Council to make the fullest possible use of the system.

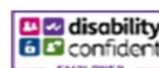
The post holder will be required to:

1. To build relationships with schools to ensure we have accurate and up-to-date information within Capita – core children information, school term dates, opening time and training dates etc.

2. Co-ordinate the data held in our core systems- Children data, addresses and Bases module – school information
3. To assist with the Education system functionality to ensure it supports staff to improve delivery and outcomes for children, young people and families.
4. To assist with any upgrade and acceptance testing, including the completion of test reports for the core modules.
5. Enable the efficient completion undertaking data transfers and verifying statutory returns information, or any data from other systems
6. Ensure users have access to all provided Reference Guides, User Notes, Training Notes, Technical Guides and other documentation for the core modules.
7. Assist and support users to ensure that data is accurate and updated.
8. Compare the school data held on the government system / schools with main education system.
9. To support in the implementation of any necessary improvement in data quality activity.
10. To support the implementation of procedures across departmental, schools and other agencies for monitoring data quality and report / resolve issues where required to ensure delivery of effective quality assurance.
11. To manage the import of school's data via B2B (Business to Business).

Person Specification

Job ID: 80062366 / G05 / CAS



Qualifications/Professional membership

- 5 GCSEs (Grade C or above) or equivalent qualifications, including mathematics and English
- IT skills (including Microsoft Office and Outlook, or equivalent)

Knowledge and Experience

- Experience of working in a local authority's children or education service and a knowledge of the principal services delivered.
- Ability to work successfully in a team
- Ability to perform effectively in a busy and demanding environment, to statutory deadlines
- Experience in the use of the Capita One product range.
- Experience in producing IT systems user information, instruction, guidance and other documentation.
- Awareness of the Children Act, Data Protection Act and other relevant legalisation and statutory guidance.

Skills

- Effective interpersonal skills with ability to build good relations and communicate clearly and confidently with a wide range of colleagues, individuals and organisations
- Capable of working on own initiative, motivated in learning new skills for personal development and sharing knowledge with others
- Professional approach, highly motivated self-starter with a drive to succeed, demonstrating a positive 'Can do' attitude
- Dynamic, flexible and willing to multi-task, with the ability to deal with a range of issues and conflicting demands and work to tight deadlines, under pressure to meet targets
- Proven ability to successfully motivate self and others to deliver agreed objectives, Team player
- Committed to developing and delivering quality systems on behalf of the County Council and its users
- Committed to Customer focused delivery
- Availability and willingness to work flexible / additional hours when required to meet demands
- Time management skills with proven ability to prioritise work and achieve results within tight timescales

This post is designated as a casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.