

# Education Systems Data Assistant

## Grade 5

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **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:**

**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).

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.



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

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <p>5 GCSEs (Grade C or above) or equivalent qualifications, including mathematics and English</p> <p>IT skills (including Microsoft Office and Outlook, or equivalent)</p>	A/I
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a local authority's children or education service and a knowledge of the principal services delivered.</li> <li>• Ability to work successfully in a team</li> <li>• Ability to perform effectively in a busy and demanding environment, to statutory deadlines</li> <li>• Experience in the use of the Capita One product range.</li> <li>• Experience in producing IT systems user information, instruction, guidance and other documentation.</li> <li>• Awareness of the Children Act, Data Protection Act and other relevant legislation and statutory guidance.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



disability  
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EMPLOYER



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting

**Talent and Resourcing on 01785 278300**