# JOB DESCRIPTION

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| **Job Title** | Senior Data Management Assistant | | |
| **Directorate** | Children's Commissioning | | |
| **Reporting to** | Core Data Team Leader | | |
| **Grade** | 13 | | |
| **Evaluation ref:** | AG0169 | **Job Family ref:** | EST13 |

## Role purpose

Is part of a team working with Children and Families services, Schools, and Early Years settings to ensure accurate data is held within Somerset Council's Children and Families Education System(s) and facilitate the statutory school, and early years census.

## Responsibilities

Writes reports using Crystal software to extract data from existing ICT systems such as Capita EMS.. Advises Information Analysts and the Data Manager on any technical issues likely to arise in new developments Gives training as required.

Is responsible for creating, developing and maintaining background systems to update automatically information held on the Education web based system, Somerset Information Exchange (SiX). Creates web pages, identifies and rectifies faults, in either data or its presentation.

Converts existing systems (including macros) in WordPerfect and Quattro Pro format into Excel and Word format or HTML, in preparation for placing on the internet.

Is responsible for developing and running reports to provide answers to queries from schools and from within the Education Department and follows up queries on data with Head teachers or senior officers to clarify requirements and to ensure data validity.

Provides internal ICT systems to aid the management of the section using standard software.

Contributes to the management of the IRU by participating in team meetings and offering advice on all technical matters.

Participate in standard processes for Performance Review & Development, Line Management and team meetings.

## Impact

**Contacts & Relationships**

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The post holder needs to have a very close working relationship with all members of IRU to identify detailed requirements for reports or for project work. Similarly there will be contact for the same purpose with other senior members of the Department and Headteachers where IRU are undertaking work for them. There is frequent contact with Heads and schools generally to validate information or seek new data or requirements for data.

There is contact with other departments, particularly Design and Print and IT Services to discuss technical issues relating to software or IRU publications.

There is occasional contact with outside software suppliers to resolve technical difficulties with new software.

There is some contact with parents and the general public to receive general queries and provide information on work undertaken by the IRU, for example dealing with queries relating to the timing of GCSE and other examinations and giving dates for the release of results.

**Resources**

The job requires the analysis of data on 100,000 pupils and over 270 schools, or a subsection of those pupils or schools, e.g. for ethnic minorities, specific age groups or gender, children in care, Gifted children, etc.

These may be minority groups ranging in size from 0.5 % to nearly 50% of the total population. Reports may be generated at the request of any senior member of the Department.

Similarly the job requires validation and checking of data in the main pupil and schools database as well as other IRU systems dealing with the analyses of pupil performance at all the main key stages. This involves at least 10 different age groups/tests extending over at least 5 years with 5000 to 6000 pupils in each age cohort. There are several different ICT systems dealing with all 10 of these, or a combination of 2 or more of them. Most of these systems will require conversion to Excel or Word for Internet purposes and all will have to be input electronically to the schools database.

| | Essential | Desirable | |
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| **Knowledge** | | | |
| Understanding of Data protection. | | X | |
| Understanding of Children's Services. | | X | |
| Understanding of Children's Services Systems. | | X | |

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| Microsoft Office e.g. Word, Excel, Teams, Outlook, SharePoint, PowerPoint. | | X | |
| **Experience** | | | |
| Data validation. | | X | |
| Managing and prioritising high volume workload. | X | | |
| **Qualifications / Registrations / Certifications** | | | |
| GCSE in English and Maths. | X | | |
| **Skills** | | | |
| Attention to detail. | X | | |
| Planning and organisation. | X | | |
| Good communication. | X | | |
| Management of conflicting deadlines. | X | | |
| Ability to be flexible with ever changing priorities. | X | | |

## Working Conditions

## Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

## Corporate Responsibilities

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: June 2025