

JOB DESCRIPTION

Job Title	Data Management Assistant		
Directorate	Children's Commissioning		
Reporting to	Core Data Team		
Grade	14		
Evaluation ref:	AG0171	Job ref:	Family EST14
Role purpose			
Is part of a team working with Children and Family Services, Schools, and Early Years settings to ensure accurate data is held within Somerset Council's Children and Families Education System(s), statutory school, and early years census.			
Responsibilities			
<p>Assists with the establishment of central departmental databases relating to schools and, in particular, pupils. This includes receiving data in a variety of formats, entering and validating data, and checking the consistency of data between the central system, section based systems, and systems in schools. Where differences occur the post holder negotiates to establish accurate and acceptable data and ensures that the provisions of the Data Protection Act are fully met.</p> <p>Is responsible to the Data Manager for the production of reports within a given timetable for annual returns to, for example, the DfES, OfSTED, etc and to sections within the Department. The postholder has responsibility for ensuring consistency between internal systems and data held by external agencies such as the Social Services Department, the DfES and OfSTED.</p> <p>Produces ad hoc reports in various formats to respond to queries from within the Department, schools, or the general public, or any other external agencies.</p> <p>Gives advice and assistance to other members of the Information and Research Unit and the Department generally on all matters relating to the detail and use of central database systems.</p> <p>Participate in standard processes for Performance Review & Development, Line Management and team meetings.</p> <p>In undertaking these duties and the Data Management Assistant will be able to call on support from up to 4 trained members of Text and Graphics for the manual input of data where this is required. In addition clerical and technical support is available within IRU, shared with other members of the Unit.</p>			
Impact			
Contacts & Relationships			

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Regular contact with data users in all sections of the Education Department and other departments within the County Council, particularly Social Services: similarly with schools and other external organisations (DfES, OfSTED). In all cases the contact will be to resolve differences in the detail of data held, to advise on appropriate use, or to establish the appropriate detail required in reports or returns.

There will be contact direct with parents in appropriate cases to ensure that individual pupil data is correct. Some of the issues discussed will be regarded as sensitive under the Data Protection Act.

Also regular contact is maintained with colleagues in other local authorities, particularly in the South West, who deal with similar areas of work.

Resources

Data are analysed at individual pupil, school, and County level to compare with other authorities. In total the IRU holds data on 100,000 pupils on the main database and all its schools (over 270). Data are also analysed for various groups – girls/boys, ethnic minorities (0.9% of the total school population), Travellers (0.4% approx.), Children in Care (1% approx.), children out of school (0.5% approx.) statemented pupils (2% approx.) as well as gifted children (top 5%).

In dealing with these data at least 13 different ICT systems are in use including purchased external systems such as Experian (detailed post code analysis) and EPAS and KEYPAS to analyse exam and Key stage results. Data from many of these systems will need to be incorporated into the academic history of pupils on the main database.

	Essential	Desirable	
Knowledge			
Understanding of Data protection		X	
Understanding of Children's Services		X	
Understanding of Children's Services Systems		X	
Microsoft Office e.g. Word, Excel, Teams, Outlook, SharePoint, PowerPoint		X	
Experience			
Data validation		X	
Managing and prioritising high volume workload	X		

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Qualifications / Registrations / Certifications			
GCSE in English and Maths	X		
		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