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| **Job Title** | Academic Data Analyst |
| **Reports to** | Head of IT Systems |

**Job Purpose**

The Academic Data Analyst is responsible for providing operational elements and technical support to the Director of Studies. The Director of Studies is responsible for the operational element of the academic life of the school, including (but not limited to) the timetable and subject choices, internal exams, reporting, parent meetings, the management of academic data and the analysis of that data. The purpose of the role will be to:

* analyse and present data relating to operational elements of Eton College to appropriate audiences, in an appropriate way
* work closely with the IT Systems team to ensure continuity of data between the systems employed by Eton College to provide the operational elements of the academic life of the school
* work as part of the IT Department to provide support as appropriate

**Key Tasks and Responsibilities**

**Timetable**

* To understand and be able to manage & develop the academic timetable software, alongside the Director of Studies

**Subject choices and changes**

* To manage boys’ changes of subject and division within the timetabling software, liaising with Heads of Departments and House Masters

**Reporting**

* To understand and be able to manage and develop the reporting software, alongside the Director of Studies and IT, and conduct any statistical analysis of reporting as required

**Internal exams**

* To help with the technical side of the smooth running of Internal exams (Trials and Mocks) including the processing of results

**Parent Meetings**

* To help with the technical side of the smooth running of parents meetings, including the timetabling of meetings and any virtual aspects required

**Management of Academic data**

* Assist with the management and presentation of academic data
* Statistical analysis of the academic data to assist in the furthering of the school’s academic strategy

**Other**

* Any other reasonable request of the post holder’s line manager
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood.
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Previous experience within an analytical role, with large volumes of data across multiple systems
* Experience of analysing statistical data
* Ability to produce reports and present data in a relevant style for key stakeholders
* Adept at learning software systems
* Advanced Microsoft Office skills
* A logical thinker, adept at statistical analysis
* Open-minded and willing to learn from others
* Able to develop good working relationships with a number of different stakeholders
* Experience of change control and business process protocols, ensuring continuity of change management.
* Excellent communication and customer service skills
* Ability to organise and prioritise own workload
* Ability to work autonomously on day-to-day enquiries
* Ability to work effectively within a team environment
* Experience of Microsoft PowerBI would be a distinct advantage

**Working Pattern**

* Your working hours will be 35 hours a week, Monday to Friday, with one hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 of holiday. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.