

HAYDON SCHOOL
JOB DESCRIPTION – DATA ANALYST

Post Title	Data Analyst
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose:	<p>The Data Analyst will be responsible for the effective management, integrity and use of student, assessment and performance data across the school and sixth form. The role supports teaching and learning, accountability, reporting and statutory requirements by ensuring accurate, timely and meaningful data is available to staff, students, parents and external agencies.</p> <p>The post holder will lead on assessment systems using our MIS system currently: Bromcom, data reporting cycles, target setting, performance tracking, examination-related data processes, and the maintenance of linked systems including HayNet (in-house developed), Google Workspace and external performance software such as SMID and FFT.</p>
Reporting to:	Network Manager
Liaising with:	Both internal and external stakeholders
Working time:	37 hours 39 weeks per year Plus Evening Events (time off in lieu) & Exam Results 4 days
Salary/Grade:	Scale SO2 (Point 26 to 28)
Disclosure level:	Enhanced
MAIN DUTIES:	<p>Assessment & Reporting</p> <ul style="list-style-type: none"> Set up, maintain and update assessment marksheet templates using MIS (Bromcom) for all year groups and subjects. Work closely with Heads of Year, Heads of Department and Senior Leaders to design and refine marksheets, broadsheets and reporting structures. Manage termly data drops, including: <ul style="list-style-type: none"> Monitoring and chasing completion of marksheets. Locking completed columns and preparing subsequent data collection points.

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- Create and maintain **Bromcom reports** for each year group and reporting cycle, incorporating:
 - Attendance
 - Behaviour
 - MEG, Potential, ATL, Mock and Predicted grades as appropriate.
- Produce and maintain **Microsoft Word mail merge report templates**, ensuring correct merge fields and layouts for each reporting cycle.
- Generate, publish and distribute student reports via:
 - MIS: Bromcom
 - My Child At School (MCAS)
 - Student Portal
- Ensure reports are uploaded to the **Document Management System (DMS)** and published accurately.

Target Setting & Performance Data

- Use **Fisher Family Trust (FFT)** to obtain target grades for relevant year groups.
- Match FFT target data with **timetable and subject data** (via HayNet) to create accurate import files for Bromcom.
- Generate **GCSE prior attainment scores** for Year 12 students new to the school.
- Update and maintain **school performance software (SMID)** with each data drop, ensuring correct formatting and validation.
- Produce Google Sheets and analysis documents for:
 - MEGs
 - Potential / Mock / Predicted grades
 - ATL grades and averages
 - Horsfall matrices for KS4 and KS5.

Fine Grades & Assessment Sheets

- Set up and maintain **fine grade assessment sheets** for subjects using granular assessment data (e.g. Maths, Science, History, DT ect..).
- Ensure correct configuration of fine grades within Bromcom and their aggregation into overall scores.

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	<p>Exams & Results</p> <ul style="list-style-type: none">• Support internal and external examination processes, including:<ul style="list-style-type: none">○ Downloading exam data from Bromcom.○ Managing examination data via Microsoft Access.○ Producing exam labels and documentation not available through standard MIS reports.• Support GCSE and A Level Results Days, including:<ul style="list-style-type: none">○ Exporting and manipulating results data.○ Preparing files for upload into SMID.• Create and manage exam-related student accounts and documentation where required (e.g. word processing access). <p>Systems & Data Integration</p> <ul style="list-style-type: none">• Support and maintain HayNet, ensuring accurate integration of data from:<ul style="list-style-type: none">○ MIS: Bromcom○ Network systems○ Google Workspace○ Other third-party platforms (e.g. Kerboodle).• Use data from HayNet to support:<ul style="list-style-type: none">○ Reporting processes○ Exams administration○ Google account and system maintenance.• Work with Microsoft Access, SQL queries and spreadsheets to extract, transform and present data as required. <p>Google Workspace & Automation</p> <ul style="list-style-type: none">• Maintain and support Google Forms and Sheets used for:<ul style="list-style-type: none">○ Year 9 Options process○ Attendance reporting○ Behaviour and safeguarding-related forms○ Invigilator availability
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		<ul style="list-style-type: none"> ○ On-call and phone pouch systems. ● Support annual rollover processes, including archiving and resetting data for new academic years. ● Use scripts and automated processes to improve efficiency and data accuracy. <p>Compliance, Accuracy & Development</p> <ul style="list-style-type: none"> ● Ensure compliance with data protection legislation (GDPR) and school data policies. ● Maintain high standards of data accuracy, consistency and security. ● Produce documentation and guidance for staff on data processes. ● Identify opportunities to improve data systems, reporting and automation. ● Provide support and training to staff where appropriate. <p>Other Responsibilities Any other duties as reasonably required by the Network Manager, Head teacher, or Member of the SLT which is consistent with the overall level, nature and grading of the post.</p> <p>This job description and the allocation of the particular responsibilities may be amended from time to time.</p>
Additional Duties:		To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example
<p>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none"> ● To promote actively the school's corporate policies ● To continue personal development as agreed ● To actively engage in the staff review and development process <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>		

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The school may review and change/upgrade to different IT systems and Employees are expected to train, learn and adapt current processes as necessary in order to carry out your duties as specified in this job description.

Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

DATE – JANUARY 2026