



## Education Data and Process Specialist

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### Job Description – Support Staff

<b>Job Title:</b>	Education Data and Process Specialist
<b>Responsible to:</b>	Business Manager
<b>Functional Relationships:</b>	Principal, Senior Leadership Team, teaching and support staff, external agencies and system providers

### Purpose of the Role

The Education Data and Process Specialist supports school leadership by ensuring high-quality education data, systems, and reporting. The role focuses on improving data integrity, streamlining processes, and providing actionable insights that support compliance, planning, and student achievement.

### Key Responsibilities

#### Education data and reporting

- Work with the Senior Leadership Team to understand and prioritise education data and reporting needs.
- Prepare regular and ad hoc reports for leadership, ensuring accuracy, clarity, and relevance.
- Support statutory and ministry reporting requirements, including quality assurance of submitted data.

#### Systems and process improvement

- Maintain and further develop the school's education data infrastructure and workflows.
- Review and improve systems and routines to ensure data is collected, stored, and used consistently and effectively.
- Liaise with software providers and external agencies to resolve issues and implement system improvements.

#### Data quality and assurance

- Monitor data completeness, accuracy, and timeliness across key platforms.
- Identify risks, gaps, or inefficiencies in data practices and recommend solutions.
- Provide guidance and support to staff to improve data entry and usage.

#### Analysis and insight

- Analyse education data using advanced Excel functionality (including formulas, pivot tables, and structured datasets) to support strategic and operational decision-making.
- Translate complex data into clear insights for both technical and non-technical audiences.

#### General responsibilities

- Maintain confidentiality and comply with privacy and information management requirements.
- Contribute constructively to a collaborative, professional school environment.
- Undertake other reasonable duties consistent with the role as requested.

## Skills and Experience

### Essential

- Strong experience working with complex data sets and information systems.
- High level of accuracy and attention to detail.
- Ability to analyse data and communicate key findings clearly.
- Well-developed organisational and time-management skills.
- Ability to work independently and collaboratively across teams.

### Desirable

- Experience in a school or education environment.
- Knowledge of Ministry of Education reporting and compliance requirements.
- Experience improving systems and processes using data.

### Qualifications

- Relevant qualification or equivalent practical experience in data, systems, administration, or a related field.

## Employment Conditions

- Appointment under the Support Staff in Schools' Collective Agreement.
- 37.5 hours per week, 44 weeks per year.
- Hours are 8:00am to 4:00pm, Monday to Friday (inclusive of a 30-minute unpaid lunch break).
- Grade 4, and step to be confirmed.

## Person Specification:

1. Have the ability to work in a team with a common goal.
2. Have a high level of self-motivation coupled with flexibility.
3. Enjoy working with young people.
4. To be able to gain the confidence and respect of students.
5. To be a positive role model for students by:
  - a. Maintaining personal standards of dress and presentation appropriate for a member of the teaching profession.
  - b. Observing professional standards of behaviour at all times while at school or on school-related activities.
  - c. Valuing excellence and personal achievement.
  - d. Demonstrating a commitment to the welfare of others.
6. Have a sound working knowledge of Excel.

## Accountability:

To participate in an annual self-appraisal, which will be designed to highlight personal strengths and achievements, identify any professional development needs and help focus on the key tasks and responsibilities required by this position.

## Job Description Approved By:

Signed: \_\_\_\_\_ NAME Date: \_\_\_\_\_

Signed: \_\_\_\_\_ CJ Healey, Principal Date: \_\_\_\_\_

**NOTE:** This job description is intended to focus on the important tasks and responsibilities of this position. It is not intended to be restrictive nor limit the tasks and responsibilities to only those described above.