

#EMATters



East Midlands Academy Trust

Application Pack **Apprentice attendance and data analyst**

“Every child deserves to
be the best they can be”

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



Post Description:

Post title:	Apprentice attendance and data analyst
Responsible to:	Data Partner
Liaising with:	EMAT Senior Executive Team, Headteachers, Head of School, Heads of Department, all school-based colleagues, Academy Improvement Partner/ consultants, governors, trustees, other trust schools, external agencies, relevant support staff.
Pay Range:	£14,000
Contract:	Permanent

Job Purpose

To support with in monitoring, analysing, and improving student attendance and educational data across the Trust. The postholder will assist with maintaining accurate pupil records, producing reports and dashboards, and supporting school leaders with data-driven decision-making while completing a recognised data or business administration apprenticeship qualification.

Responsibilities include:

Attendance Monitoring

- Support the daily monitoring of pupil attendance across schools within the trust.
- Identify patterns of absence, lateness, and persistent absenteeism.
- Produce attendance reports for school leaders and pastoral teams.
- Assist with tracking attendance interventions and outcomes.
- Support communication processes relating to attendance concerns.

Data Analysis & Reporting

- Maintain accurate student and school data using management information systems.
- Produce regular reports, spreadsheets, and dashboards using Excel and reporting tools.
- Analyse trends in attendance, behaviour, safeguarding, and attainment data.
- Support data preparation for census returns and statutory reporting.
- Assist in ensuring data accuracy and integrity across trust systems.

Systems & Administration

- Use systems such as Arbor and other MIS platforms.
- Support data imports, exports, and validation processes.
- Maintain confidentiality and comply with GDPR requirements.
- Provide administrative support for attendance and data-related projects.

Apprenticeship Development

- Complete all apprenticeship coursework and training requirements.
- Attend training sessions and reviews with the apprenticeship provider.
- Develop knowledge of data analysis, reporting tools, and educational compliance.

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSE Grade 4/C or above in English and Math's Willingness to complete a relevant apprenticeship qualification 	<ul style="list-style-type: none"> Level 3 qualification in Business, IT, or Data Training in Excel, data handling, or administration
Experience	<ul style="list-style-type: none"> Experience using Microsoft Office applications Experience working accurately with information and data 	<ul style="list-style-type: none"> Experience working accurately with information and data Experience working in a school, college, or office environment Experience using school MIS systems Experience producing reports or spreadsheets
Knowledge and skills	<ul style="list-style-type: none"> Good IT and keyboard skills Strong attention to detail and accuracy Ability to organise workload and meet deadlines Good verbal and written communication skills Ability to maintain confidentiality and handle sensitive information appropriately Ability to work independently and as part of a team 	<ul style="list-style-type: none"> Knowledge of attendance procedures within schools Understanding of data protection/GDPR requirements Knowledge of reporting tools such as Power BI Advanced Excel skills including formulas and data analysis

Compiled by: Hannah Fajemiyo	Revision Number
Approved by:	Revision Date ___/___/___

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. 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.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

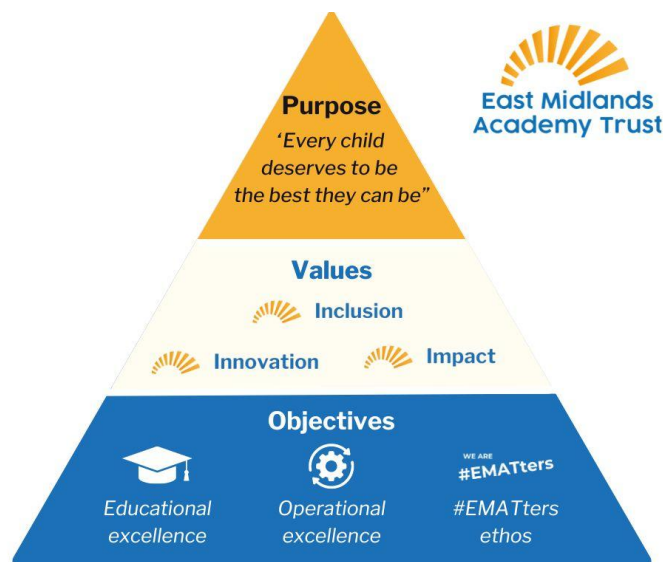
This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

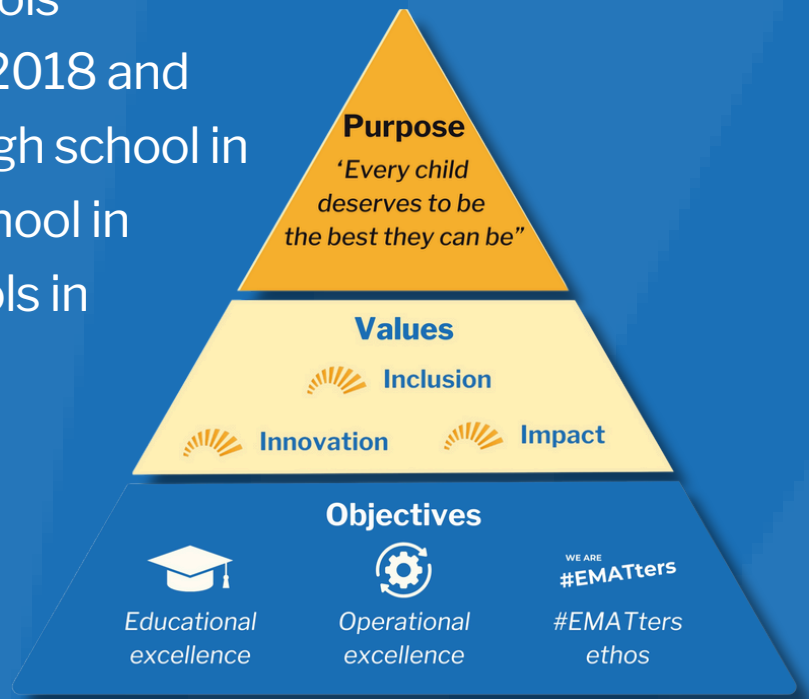
It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or

disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

