Job Description: Data Analyst

Reports to: Senior Data Analyst
Location: Currently operating hybrid working in our West London Office
Contract: Permanent
Pattern: Full Time (standard hours 9am – 5.30pm)
Salary: £30,000 to £40,000 (depending on experience)

About the role:

Ark has a rich and complex data platform, designed to support decision making in our Head Office and schools.

We are looking for a Data Analyst to join our central Analytics team, with a focus on pupil assessment data and reporting. In this role you will work closely with Ark's Head of Assessment and other analysts within the Analytics function to build new data dashboards, and to deliver bespoke research and analysis.

This is a fantastic opportunity if you would like to:
- Use leading analytical tools like Power BI in your day-to-day role.
- Work in a team that is actively developing an understanding of advanced analytical practices, such as programming languages, predictive analytics and statistics.
- Have exposure to senior leaders, such as Heads of Team and Directors.
- Work for an organisation that has strong social purpose.

Key Responsibilities:

Delivering Insights
- Support activities within Ark's pupil assessment workplan. This includes analysing pupil outcomes across key stages, generating pupil targets and baselines, and evaluating the impact of pupil interventions.
- Deliver timely, concise, and actionable analysis of trends to support decision-making.
- Support the delivery of ad hoc research, analysis and resolve data related questions. This could include sourcing, using or supporting the commissioning of external research.
- Work with stakeholders and upskill colleagues to support them in understanding, interpreting and developing actions from dashboards and reports.
- Support the Analytics team to maintain a view of external trends / opportunities / threats relevant to its operations.
- Be an advocate for Ark's data and analytics vision, guiding principles and desired direction of travel.
- Support the prioritisation of demands / support requests from the organisation, in line with the department's approach to this.
- Seek opportunities for continual improvement, e.g. through automation / reduction in manual processing activities within tasks.

Product development
- Build and optimize existing workflows to clean, transform and prep data sources.
- Support the design, development, and maintenance of Power BI data dashboards.
- Gather, interpret and document user requirements and lead testing activities of new dashboards and reports.

- Ensure that products are periodically reviewed to make sure they are fit for purpose and reflect both internal stakeholder requirements and national developments.
- Coordinate activities with third parties (e.g. research agencies).

Maintaining data sources
- Working with colleagues and data owners, maintain the quality of data sources within and outside of the data warehouse.
- Support activities to ensure that Ark schools' databases continue to reflect comprehensive, accurate, and up-to-date schools' data from all relevant external published data-sources.
- Support Data Engineering colleagues to build, refine and troubleshoot data sources and flows.
- Support Ark to ensure that DfE and other public data sources hold accurate records of our schools.
- Highlight areas in which data is not effectively captured through existing in-house or third-party tools, and work with colleagues to define and commission internal or third-party data capture mechanisms.
- Act as a central resource on key aspects of school data management (in particular for assessment data), including statutory recording requirements, statistical methodologies, reporting conventions, and national standards.

Other
- Support the Senior Data Analyst and Head of Insight to maintain the team workplan.
- Perform any other duties or tasks as commensurate with the role and in order to meet the business objectives of Ark Schools.
- Maintain a commitment to professional development and keeping abreast of sector developments.
- Attend relevant seminars and learning opportunities to gain knowledge on relevant software matters, new innovations and trends in data management.

Person Specification: Data Analyst

Qualifications
- Relevant experience working in a similar role and/or analytics related qualification (e.g. degree or Level 3+ apprenticeship)

Knowledge & Skills
- Developing/proficient understanding of Microsoft Power BI (preferred), or similar data visualisation tools (e.g. Tableau)
- Proficient in Microsoft suite (Excel, Word, PowerPoint).
- Strong verbal and written communication skills. Comfortable presenting technical topics to non-technical audiences.
- Highly numerate, with the ability to understand data sets quickly.
- Knowledge and experience of statistical analysis applications / programming languages (e.g. SQL, python, R) (desirable, not essential).
- Understanding of the UK education system, data standards and pupil assessments (desirable, not essential).

Personal Qualities
- Confidence to build and maintain effective relationships with a wide range of people from across the organisation, including Senior leaders.
- A proactive and results-driven mindset, with a hands-on approach to getting tasks done effectively.
- Strong alignment to Ark's mission.

Other
- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training, and occasional travel to Ark schools.
- This post is subject to an enhanced DBS check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this link.