A group of people walking into a building

Description automatically generated



**Data and Systems Assistant (Part-time)**

**An exciting opportunity has arisen for a Data and System Assistant to develop their career within our passionate and ever courageous community**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as ‘Outstanding’ in all five categories in the 2024 Ofsted inspection. Ofsted’s recent parent survey also ranked us as the ‘happiest secondary school’ in Wandsworth.

**The Role**

To manage the Bromcom behaviour systems, ensure effective communication with staff, track house points using Power BI, and provide data analysis to support interventions and actions.

**Reports to:** Vice Principal

**Start date**: September 2025

**Contract:** Permanent, Term-time only – Part-time (0.5FTE)

**Salary**: Ark Support Payscale Grade 6, Point 9-13 (30,740 - £32,634) – Actual Salary (0.5FTE) £15,370 - £16,317

**Closing Date**: Friday, 8th August 2025

**Key Responsibilities**

**Bromcom Behaviour Systems:**

* + Manage and maintain the Bromcom behaviour systems.
  + Ensure accurate and timely entry of behaviour data.
  + Communicate relevant behaviour information to staff and follow up with teachers as needed.
  + Monitoring and support the intervention of the Engagement learning centre to ensure steps of escalation completed daily.

**House Points Tracking:**

* + Track positive and negative house points using Power BI.
  + Provide weekly data analysis on house points to drive interventions and support actions.
  + Create and maintain Excel spreadsheets to effectively communicate data to the core team and Heads of Year.

**Data Analysis and Reporting:**

* + Analyze behaviour data to identify trends and areas for improvement.
  + Prepare and distribute weekly reports to the core team and Heads of Year.
  + Use data to support the development of strategies to drive positivity and prioritize support areas.

**Communication and Collaboration:**

* + Work closely with the Data Manager and other staff to ensure data accuracy and integrity.
  + Collaborate with teachers and staff to ensure effective use of behaviour data.
  + Provide training and support to staff on using Bromcom and interpreting data reports.
  + Assist with A Levels and GSCE results days which requires onsite attendance on those specific dates.

**Person Specification**

**Qualifications and Skills:**

* Right to work in the UK.
* The role is subject to an Enhance DBS clearance
* Experience in data management and analysis, preferably within an educational setting.
* Proficiency in using Bromcom and Power BI.
* Strong skills in Excel, including creating and maintaining spreadsheets.
* Excellent communication and interpersonal skills.
* Ability to work collaboratively with a diverse team.
* Strong organizational and time management skills.
* Commitment to safeguarding and promoting the welfare of children and young people.

**Personal Characteristics:**

* Analytical and detail-oriented approach to work.
* Proactive and solution-focused mindset.
* Ability to manage multiple tasks and priorities effectively.
* Strong commitment to supporting positive student outcomes.
* Enthusiastic and positive attitude towards work.