

THE HOLT SCHOOL

Holt Lane

Wokingham

RG41 1EE



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Data Assistant

Salary: Grade 4 SCP 7-11: £27,274-£29,071FTE per annum.

Actual salary £18,452 - £19,668 per annum

30 hours per week, Monday to Friday 09:00 am to 3:00 pm. Term time only

Start date: November 2026

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The school was judged 'outstanding' by Ofsted in March 2023; there are 1472 students on roll (277 in the Sixth Form).

Duties to include using Arbor to assist with the processing of student reports and reviews, to strict deadlines, maintaining class lists, entering student data, administering free school meals and dealing with any requests from staff. The job requires a high level of numeracy and an eye for detail. A good knowledge of Microsoft Word and Excel is essential, and knowledge of Arbor is desirable. The job also includes liaising with colleagues to obtain the data required to keep Arbor up to date.

You will be working closely with the Data Manager, support staff and teaching staff. We are looking for a self-motivated, adaptable person who enjoys working with data and in a team.

For further information, please see the accompanying job description and person specification.

Please apply here: <https://mynewterm.com/jobs/136880/EDV-2026-HS-92570>

Please note that we are unable to accept CVs. Prospective applicants are welcome to telephone Katie Warner, HR manager for more information about this post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.

Closing Date: Midnight, Thursday 15th October 2026

THE HOLT SCHOOL JOB DESCRIPTION



Job Title:	Data Assistant	Reviewed:	October 2026
Reports to:	Data Manager	Hours of work/FTE	30 per week, term time only
Grade/Pay Scale:	4	Work Pattern	9am – 3pm
Employment Status	Permanent		

To be line managed by: Data Manager

1. Responsible for entering new student data onto Arbor
2. Responsible for updating admissions and leavers on Arbor throughout the year
3. Responsible for producing student reports and reviews as required throughout the year including issuing them to parents and students.
4. Assist the data manager with data housekeeping, including end of year procedures to comply with GDPR
5. Assist with the maintenance of the academic database including updating class lists and set lists prior to autumn term
6. Assist with the year 9 option choices process
7. Assist with the detentions process as required by Heads of Year
8. Monitor achievements as entered by staff.
9. Undertaking the maintenance and updating of excel templates to produce data for the data pack
10. Assisting in the production of the data pack
11. Producing student data reports to assist departments and leadership team to monitor student progress
12. Maintaining the data on the parent portal (Arbor) including assisting parents with access
13. Maintaining the data on the student portal (Arbor) including assisting students with access
14. Managing the Free School meals policy by:
 - a. Entering required data from parents
 - b. Making contact with parents and students as required
 - c. Ensuring Arbor is up-to-date with free school meals data
 - d. Maintaining OSFM with applications, protected students and student leavers
15. Setting up, maintaining and updating ALPS and FFT Aspire
16. Managing the parents evenings for years 7-13, either face-to-face or online.
17. Assist Data Manager with timetable support and deputise when required

This job description is not intended to be a comprehensive definition of the post and will additionally include any task, which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Student Support Assistant	Essential	Desirable
Education		
5 GCSEs or equivalent (Grade 4/C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel and Outlook	✓	

Skills		
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

Personal Qualities:		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓