

LOCATION	BIS HCMC
JOB TITLE	Data Analyst
JOB PURPOSE	<p>To support the Admissions Managers and Officer, Marketing Manager, Principal and wider SLT to input and interpret admissions data</p> <p>You will act as an ambassador for the school, enhancing and building our reputation both locally and globally. You will work across our school community to embed a sense of community, pride and belonging,</p>
REPORTING TO	Admissions Manager(s)
DIRECT REPORTS	TBC per school
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ School SLT ▪ Admissions staff in school ▪ Marketing staff in school
PACKAGE	TBC per school
KEY RESULT AREA	MEASURES OF PERFORMANCE
<p>Data capture and pipeline tracking</p> <ul style="list-style-type: none"> ▪ Ensure that a clean, accurate and up-to-date database is maintained of prospective students and their parents at all stages in the application pipeline ▪ As required, maintain a clean and accurate database of other contacts who have/may have an influence on the admissions process, including but not limited to relocation agents and feeder schools ▪ Report as required on Key Performance Indicators and conversion data. Provide insightful interpretation of all admissions data as required. ▪ Implement improvements to the use of the school admissions database 	<ul style="list-style-type: none"> ▪ Relevant KPI data e.g. number of student enquiries and conversion rate of those enquiries ▪ Brand recognition identified via Parent Survey and other sources ▪ Digital metrics
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> ▪ Positive performance appraisal
<p>Other</p> <p>We are ambitious for our students, our people and our family of schools.</p> <p>We believe that:</p> <ul style="list-style-type: none"> ▪ There is no limit to what every person can achieve ▪ Creativity and challenge help us get better every day ▪ Learning should be personalised ▪ Unique global opportunities enhance the learning experience 	<ul style="list-style-type: none"> ▪ Role-model the ‘Be Ambitious’ philosophy each day

Promote and adhere to the Company Vision and Values:

- **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the school Principal

- Valued member of the team and the wider organisation