



Position description

POSITION	Data Analyst
Unit	
Responsible to	Principal, Deputy Principal
Background	<p>Northern Health School provides a high quality, responsive education to students while they are too unwell to attend their regular school. Teaching occurs at the school unit, in hospital settings both in wards and/or classrooms, and/or within the community, supporting students with high health needs.</p> <p>The data analyst plays a pivotal role in shaping data-driven decisions that will enhance student learning and school effectiveness. They will be responsible for collecting, analysing, and interpreting data related to student achievement, demographics, attendance, and other valued indicators. This role will involve working closely with school leadership, teachers, and other staff to identify trends, patterns, and insights that can inform strategic planning, resource allocation, and targeted interventions.</p>

KEY RESPONSIBILITIES	
Key tasks	Indicators
Collect, clean, and validate data from various school systems (eg student management system, assessment platforms)	<ul style="list-style-type: none"> • Ensure data systems capture required information. • Key data is consistently collected. • Data is reviewed and cleaned, removing duplications and incorrect data. • Data validity confirmed and managed.
Conduct in-depth analysis of student data to identify areas of strength and areas for improvement	<ul style="list-style-type: none"> • In-depth analysis conducted. • Areas of strength and areas for improvement identified to enhance student learning and school effectiveness.
Prepare reports and presentations of data findings.	<ul style="list-style-type: none"> • Analysis of trends provided as required. • Data findings are summarized. • Actionable recommendations are provided. • Presentation of findings as required.

Working collaboratively with school staff, including the Strategic Leadership Team	<ul style="list-style-type: none"> • Data needs of staff/the school are understood and analysis and reporting communicated to staff in line with their needs. • Staff supported in interpreting data.
Contribute to the development and implementation of data driven strategies	<ul style="list-style-type: none"> • Data supports and informs strategies to improve equitable outcomes for ākonga.
Ensure data privacy and security are maintained.	<ul style="list-style-type: none"> • Data privacy and security meets school policy and legislative requirements.
Ensure Mātauranga Māori principles guide research with Māori and Te Tiriti upheld in NHS projects that collect data.	<ul style="list-style-type: none"> • Application of the model Te Awa Whiria (Macfarlane, Derby and Macfarlane, 2024) ensures Mātauranga Māori principles guide research

Person Specification

Skills and Experience:

- Proven experience as a Data Analyst, preferably in the education sector.
- Strong analytical and problem-solving skills with the ability to interpret complex data.
- Proficiency in data analysis tools, techniques and reporting (e.g., SQL, Excel, statistical software).
- Excellent communication and presentation skills, with the ability to explain data insights to both technical and non-technical audiences.
- Strong attention to detail and a commitment to data accuracy.
- Ability to work independently and form positive working relationships when connecting with teams online or virtually.
- Knowledge of the New Zealand education system and curriculum is desirable.
- A relevant tertiary qualification in data analysis, statistics, or a related field.