



Recruitment Pack

**Data Support
Analyst**
£22.5-£25K
+ benefits

July 2024

Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 600 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

Our Values



**Customer-
centric**



**Act
ethically**



Proactive



Trailblazers

Data Support Analyst

Role Overview

SAAF Education is a key strategic partner to various schools, academies, and trusts. As we continue to expand, we are looking for a Data Support Analyst to join our team.

We are seeking a highly organised individual who is confident in Microsoft Excel to support a variety of data-related tasks.

If this sounds like the perfect opportunity for you, submit your application today!

Key Responsibilities

- Assist in the implementation and maintenance of data.
- Complete data forms and ensure accuracy and integrity of data entries.
- Use Excel and other data systems to manage and analyse employee data.
- Support the payroll team with data exercises, including data cleansing, data migration, and report generation.
- Collaborate with the pensions team to ensure seamless data transfer and accurate record-keeping.
- Troubleshoot and resolve data-related issues in a timely manner.
- Maintain confidentiality and security of all employee data in accordance with company policies and data protection regulations.
- Participate in training sessions and development opportunities to enhance data management skills.

Person Specification

- Confident in Microsoft Excel.
- Experience with data entry and management systems.
- Strong attention to detail and accuracy in data handling.
- Excellent organisational and time-management skills.
- Ability to work independently and as part of a team.
- Good communication skills, both written and verbal.

Benefits

- Flexible and hybrid working arrangements.
- 24 days of annual leave plus bank holidays, rising to 30 based on length of service.
- Electric Car Salary Sacrifice Scheme.

Data Support Analyst

- Professional development opportunities to support career growth.
- Employee Assistance Programme - providing mental health & wellbeing support.
- Immediate start date with an opportunity to make an impact from day one.
- Collaborative and supportive work environment.
- Opportunities to work on diverse data projects and enhance your skills.