

Role Profile: Data Analyst Intern

Purpose

We are looking for a curious and detail-oriented **Data Analyst Intern** to support the Education team. This internship is a hands-on opportunity to work on real data challenges in a global education environment. You'll help ensure the integrity, usability, and visualisation of data that informs decision-making across the Cognita global family of schools.

Key Accountabilities

- Analyse and report on data quality, helping improve ongoing data collection practices and where necessary, sourcing updated data to overcome discrepancies.
- Conduct exploratory data analysis (EDA) to uncover trends, patterns, and anomalies, identifying where additional data is required and sourcing this data accordingly.
- Support the maintenance and building of databases to ensure ongoing accuracy and accessibility of data, including establishing naming conventions and approaches to filing.
- Create a style guide for data reporting and visualisation.
- Create a responsible use guide for data users that outlines best practices for accessing, interpreting, and applying Cognita's data to ensure ethical and impactful use across schools.
- Create data visualisations (and enhance existing data visualisations) to bring insights to life and support storytelling for stakeholders, using Power BI

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

| | Essential | Desirable |
|-----------------------|--|--|
| Skills | <p>Proficient in Microsoft Office (particularly Excel) and other data software.</p> <p>Strong analytical mindset with attention to detail.</p> <p>Excellent communication skills, both written and verbal.</p> | Proficiency in Spanish and/or Portuguese |
| Qualifications | <p>Strong academic performance at second level (A-Level, IB, or equivalent)</p> <p>Currently pursuing a degree related to data, analytics or a quantitative field.</p> | |
| Experience | Good understanding of data analysis tools and databases. | Familiarity with data visualisation tools (Power BI, Tableau, etc.) is a plus. |
| Other | Eager to learn, proactive, and able to work collaboratively in a team environment. | |

Key Stakeholders:

Internal – Regional Education Teams, Heads of School, School Data Coordinators

External - n/a

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: