



Shaw  
Education  
Trust



# Careers

at Shaw Education Trust





<b>Job Title:</b>	<b>Data and Exams Officer</b>
<b>Grade:</b>	<b>7</b>
<b>SCP:</b>	<b>SCP 24 – SCP 28</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract</b>
<b>Responsible to:</b>	<b>Headteacher</b>

## Job Purpose

Under the guidance Senior staff, to develop the school's capacity to manipulate, analyse and interpret assessment and whole school data for use at all levels of the organisation to facilitate continuous improvement in learning outcomes and examination results. Be responsible for information and management of all of the school's management systems, information and data and provide examination support where required.

## Key Responsibilities

### Data Management:

- Use, manage and upkeep all software programmes and data management tools.
- Manipulate, analyse and interpret student assessment data and the results of internal and public examinations, drawing out trends and issues which will inform the actions of the Senior Leadership Team, Directors of Faculty and Directors of Progress in developing appropriate, targeted intervention strategies.
- Transfer data between software applications, databases and web-based systems as required, maintaining the security and integrity of the data.
- Prepare public examinations data promptly for publication as required.
- Make recommendations for how the process of data collection and management might be improved and developed to ensure that we maximise potential for using data to achieve continuous improvement.
- To produce regular reports for staff at all levels by extracting the data from the school systems ensuring it is presented in a user-friendly format which is fit for the purpose.
- Ensure accurate, timely completion and submission of statutory reports such as the School Census, the School Workforce Census etc.
- Ensure accurate, timely completion and submission of all relevant data and paperwork required for suspensions and permanent exclusions.
- Required to attend relevant meetings and provide advice where required.
- Maintain a thorough, up to date understanding of how other schools, locally and within the Trust, are making good use of data to achieve continuous improvement and advising the Leadership Group on developments which benefits the School.
- Liaise and work closely with the Strategic Operations Manager and the Senior Leadership Team on GDPR.
- Be the School Data Protection Officer.
- To oversee the day to day operation of the school's Management Information System. This will include working with the school's IT team on systems issues, user permissions, bulk uploads of student intake information, system developments, etc.
- Using the MIS to effect student setting changes and staff timetable changes.
- Maintain user information (including both student and staff data), login details and accessibility for all school systems for all staff, for example, SISRA, ClassCharts, SIMS, etc.
- Maintain the school's registers and student lists, for example, but not exclusively, the school's Pupil Premium register.

### **Support Organisational Management**

- Manage small groups of staff, under the direction of the Strategic Operations Manager, including the management and support of the Exams Officer to ensure that all internal and external exams and associated processes and practices are run effectively and in line with appropriate regulations.
- Manage, under the direction of the Strategic Operations Manager, the administration and support of confidential reports and information.
- Lead the school's cover provision, ensuring that, through the management of colleagues, lessons are covered appropriately at all times where there is staff absence.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

### **Safeguarding**

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

***This job description is not prescriptive, nor necessarily a comprehensive definition of the position.***

***Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.***

## Qualifications and Experience

### Qualifications/Training

- NVQ Level 3 School Support or equivalent experience
- Evidence of formal ICT training and development 2 3 Business and Administration or equivalent qualification or experience in relevant discipline.
- Good numeracy and literacy skills.

### Experience / Knowledge / Skills

- Experience of using data manipulation. Analysis and reporting
- Proven ICT experience
- Excellent oral and written skills
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Ability to manage own workload and work on own initiative
- Ability to work constructively as part of a team
- Ability to relate well to children and to adults
- Good ICT and record keeping skills
- Ability to communicate effectively both orally and in writing
- Good organising, planning and prioritising skills
- Methodical with a good attention to detail
- Aware of and has skills in relation to Safeguarding of Young People
- Ability to operate within GDPR and confidential parameters
- Knowledge of issues likely to adversely affect the health and well-being of children and young people

## Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> <li>• Build relationships between yourself and the team, and between team members.</li> <li>• Unify not divide the team, promote a culture of respect.</li> <li>• Manage conflict well and pro-actively.</li> <li>• Embrace and welcome accountability of self, and for team.</li> <li>• Care for the well-being of your team/colleagues.</li> <li>• Support the retention of good staff by creating a positive culture around workforce development and team communities.</li> <li>• Ensure good communication amongst your team and the wider organisation as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure effective workforce development and training for self and all, including coaching and mentoring.</li> <li>• Spot and nurture talent – in yourself and in others.</li> <li>• Positively engage in development opportunities and aptitude development.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure clear roles and accountabilities for the team are well understood.</li> <li>• Develop and promote mutual accountability between colleagues in the team.</li> <li>• Deploy staff and resources effectively across the team.</li> <li>• Manage the workload of self and team.</li> <li>• Know your team(s)/colleagues well.</li> </ul>
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> <li>• Build trust within your teams and across the Trust.</li> <li>• Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust.</li> <li>• Value compassion</li> <li>• Encourage a can-do approach personally and across your team.</li> <li>• Positively challenge poor behaviour and call it out.</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these.</li> </ul>	<ul style="list-style-type: none"> <li>• Display professional credibility to team, peers, and trustees.</li> </ul>

<ul style="list-style-type: none"> <li>• Be highly and consistently visible across the organisation and within your team.</li> <li>• Demonstrate a consistent approach and calmness.</li> </ul>		
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**Motivate and inspire**

<b>Attitude</b>	<b>Aptitude</b>	<b>Functional Capability</b>
<ul style="list-style-type: none"> <li>• Celebrate and acknowledge success of self and others.</li> <li>• Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition.</li> <li>• Demonstrate drive and ambition for self, team and Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation.</li> <li>• Understand and share your ‘why’ – and revisit it regularly.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate a precise and clear vision.</li> <li>• Set the journey ahead which is understood by all.</li> <li>• Evidence sharp goal setting and achievement.</li> <li>• Ensure errors, oversights and mistakes are rare.</li> </ul>

**Reflection**

<b>Attitude</b>	<b>Aptitude</b>	<b>Functional Capability</b>
<ul style="list-style-type: none"> <li>• Demonstrate transparency and integrity within team and across the Trust.</li> <li>• Accept responsibility and be vulnerable, avoid a blame culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Take time to know yourself and engage in self-reflection and learning.</li> <li>• Ask thoughtful questions and seek the truth.</li> <li>• Give and accept feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.</li> </ul>

**Secure accountability by giving tools to succeed by...**

<b>Attitude</b>	<b>Aptitude</b>	<b>Functional Capability</b>
<ul style="list-style-type: none"> <li>• Giving generously with your time.</li> <li>• Ensuring 1:1 meetings are useful and effective in driving improvement.</li> <li>• Providing support and removing barriers to success.</li> <li>• Be true to your word, if you say you will do something, do it.</li> </ul>	<ul style="list-style-type: none"> <li>• Have high expectations of yourself and others, seek out best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring absolute clarity in terms of expectation and ‘the ask’.</li> <li>• Allocating resources effectively to support KPI delivery.</li> <li>• Be willing and able to have challenging conversations.</li> </ul>

**In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:**

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**JC      21.03.2025**

***Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.***