Job Description

Data and Assessment Officer

Reporting to:	Principal, SLT;
Liaising with:	Principal, SLT, pupils, invigilators, other colleagues;
Responsible for:	Data and assessment functions/systems within the school. To lead on data capture, analysis, setup, processes and report writing within the school. Processing and submitting the school's statutory data obligations/returns (Census)
Grade/Salary:	Band 5 (Scale point 19-24)
Hours of work:	30 hours per week (0.8FTE), term time plus additional 3 weeks

Main Purpose:

- Lead on all data requirements for the School's assessment process;
- To liaise with the SLT link on the Options process ensuring options are loaded ready for timetabling
- Manage student timetables and all related administration
- Manage the start and of year processes on all school MIS/administrative systems
- To ensure timely distribution of assessment outcomes to all legitimately interested parties;
- Lead on Data Analysis across the school in relation to school performance, pupil attainment, attendance, pastoral support and any other key data benchmarks in an agreed format
- Prepare all data required for key stake holder review meetings such as governor's
- Lead on student target setting procedure, ensuring these are uploaded and readily available on MIS for staff, parents & students to access
- To be the lead and chief administrator on the management of all the school's management information/administrative systems such as Arbor, Go4Schools, FFT, Vericool, ParentPay etc, including set up, maintenance, updates and staff training
- Process and submit the School's statutory data obligations to the Local Authority and Diocese including the School Census & Catholic Census

Duties & Responsibilities:

- Act as the chief administrator and central point of contact for all Arbor & Go4Schools related tasks, activities, enquiries, queries and issues
- To be responsible for managing the development, maintenance, security, collection and use of data within all the school's MIS system's
- Provide clear, concise, accurate information to support raising standards of performance in school;
- Set up, maintain and review highly complex data within the School's MIS systems to allow for both the effective intervention with students within school and to support in depth ad-hoc reporting for teacher, subject, pastoral and curriculum information reports, as part of the school's self evaluation process
- Import, process and distribute student timetables
- Lead on all timetable administration, including rooming, staffing and programmes/courses
- Lead on communication set up and template within Arbor
- Manage the behaviour set up within Arbor
- Manage the attendance set up within Arbor
- Lead on the importing of CTF's within Arbor, including Pupil Premium, FSM, KS2, enrolments/new intake
- Lead on data migration checks to ensure data successfully migrates from Arbor over to our other administrative systems such as Go4School's/FFT/Parent Pay/Vericool etc
- Lead on start of year and end of year processes and procedures within all MIS
- Provide data, statistics and assessment data to parents, students, staff and the governing body as needed in a suitable and agreed format
- Manage the options process within Arbor
- Adding and scheduling of Events to calendars within Arbor
- Lead on faculty/department set up within Arbor
- Ensure all basic information/demographics/pupil records are populated and up to date within Arbor, running regular checks where required
- Manage data set up within Go4School's and ensure regular data health checks are performed
- Process and manipulate assessment data including designing templates and spread sheets with appropriate formulae for data collection and analysis;
- Analyse, problem solve and develop solutions and/or strategies with senior leaders to enable the most effective use of data within Arbor to contribute towards school improvement, to raise achievement and support learning;
- Work with the family of schools, Local Authority and other agencies to establish best practice and shared expertise in the management of data, administration and information within the School's MIS
- Lead on CPD delivery on all aspects of data, analysis and assessment tracking, providing key advice and training on how to use and access data from our various MIS
  - Keep up to date with the development of key modules within all the MIS systems along best practice in the relevant areas of work

- Maintain as overview of all school data and information within all our school's management information systems to maximise effectiveness of systems and procedures;
- Set up automated report running routines and build data dashboards using appropriate data tools and our MIS
- Lead on both internal and external data audits

General

- Be a positive influence on the climate and culture of the School and show a positive example at all times;
- Support the Catholic ethos of the School;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the School;
- Appreciate and support the role of other professionals;
- Undertake training, update or review sessions as required;
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:

Subject to the duration of the need and by negotiation, the special conditions given below apply:

- The post holder may be asked to undertake student supervision as part of a wider staff team, e.g. fire drill duty, bus duty, lunch duty;
- The post holder may be required to provide assistance with the invigilation of examinations;
- The post holder may be required to be an appointed person for first aid and medical duties;
- The post holder may be required to accompany and supervise students on educational visits;

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Data and Assessment Officer

A. Training & Qualifications	Essential	Desirable
Advanced education to A level standard (GCSEs to include Maths and English)	AR	
Relevant experience/qualification in ICT – MS Office packages including Excel at Advanced User level	ART	
Degree qualification in relevant subject		AR
Trained to use School MIS Systems (SIMS / Abour)		AR

B. Experience	Essential	Desirable
2 years minimum Data Management/Analysis/Administration/Report Writing	ARIT	
Previous experience of Data Management in a secondary school		AR
Experience of using effective systems and processes to ensure efficiency	AR	
Familiarity with operating Catholic Education Services (CES) procedures and policies		AI

C. Professional Knowledge and Skills	Essential	Desirable
Understanding of effective data management strategies & setup	AIT	
Highly developed analytical skills	ARI	
Good organisational skills	ARI	
Teamwork	ARI	
Flexibility/adaptability	ARI	
Excellent communication skills	ARI	
Attention to Detail	ARI	
Good communication skills – written, verbal, presentation etc.	ARI	
Evidence of continual professional development	AI	

	Essential	Desirable
Knowledge of data processing & statutory reporting requirements		AR

Professional Knowledge and Skills (continued)

	Essential	Desirable
Strong IT skills	A & I	
Excellent verbal and written communication skills	A & I	
Excellent planning, organisation and negotiation skills	A & I	

D. Personal Attributes	Essential	Desirable
Committed to the ethos of the Catholic Church	I	
Ability to command credibility and respect	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Able to adapt to changing circumstances and new ideas	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R) | Test (T)

Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	