

Data & Cover Officer

Grade 5, SCP 18-23 salary £29,269 - £32,076

36.66 hours per week. Full time, full year.

From September 2024

Job Description

Purpose of Post

1. To provide data management and effective organisation/administration of the school MIS and the assessment, reporting and recording systems.
2. To provide administration and support for the arrangement and management of planned and un-planned teacher cover.
3. To demonstrate a high degree of flexibility and multi-skilling to ensure aspects of data are understood within the staff body at The Brian Clarke CoE Academy and to collaborate with colleagues across the Trust when required.

Specific responsibilities

- To prepare, manipulate and analyse a range of data and distribute a variety of reports using the school's Management Information System and other systems as required (e.g. Bromcom, SISRA, Excel, Power BI).
- To set up templates and marksheets within the schools MIS system and coordinate the input of progress data and report information according to the school calendar.
- To use Power BI to produce routine reports/dashboards for the Headteacher and SLT in key areas e.g. pastoral (attendance, behaviour etc) or curriculum (progress, attainment, attitudes to learning).
- To work with colleagues to develop and maintain spreadsheets and systems for the collection, analysis and publication of internal department based data.
- To support the Assistant Headteacher with curriculum management, timetabling, the KS4 options process, class assignments and registration groups.
- Manage and produce pupil reports to parents and carers in a timely manner to meet deadlines set out in the school calendar.
- To run pupil census reports and other data management required for Department for Education returns.
- To administrate and manage the schools MIS system and support colleagues in its effective use (alongside the Assistant Headteacher and Business Manager).
- Support the administration and organisation of exams & assessment week processes.
- Work collaboratively with relevant staff, as well as with central teams, to ensure the smooth running of exam and assessment periods.

- Work with the administration, pastoral and senior leadership teams on transition, to set-up and maintain a correct database of students transitioning from Year 6 into Year 7.
- Work with the administration, pastoral and senior leadership teams to ensure that the MIS data entry and associated software supports systems for transition of pupils from Year 6 into Year 7.
- Manage the creation and maintenance of student records on the MIS and on internal data systems, including for new starters and students moving off roll.
- To support the administration and management of cover as necessary for planned or unplanned staff absences.
- To manage a system for room changes and arrange room changes as necessary.
- Follow protocols for GDPR related matters, data protection, Subject Access Requests (SARs) and Freedom of Information requests (FOIs).
- To support the administration team with daily tasks as appropriate.
- Carry out other duties from time to time as directed by the Headteacher (or delegated leader).

Other responsibilities

- To understand the importance of inclusion, equality, and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the academy.
- To implement and uphold the policies, procedures, and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Reporting to:

Assistant Headteacher (Curriculum) and School Business Manager - Matrix Management

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Person Specification – Data & Cover Officer	Essential / Desirable	How identified Application (A) Interview (I)
Qualifications		
Highly numerate and analytical with Literacy and Numeracy skills equivalent to Level 2 of the National Qualifications and Credit Framework	E	A
Qualified to Level 3	E	A
Professional qualification relevant to Data Management or relevant degree desirable.	D	A
Communication		
Ability to communicate information and 'translate' between school data terminology and technical terms.	E	A/I
Ability to communicate proactively to line management and the Senior Leadership Team and update on progress of tasks.	E	A/I
Proficient in communicating technical and complicated information to colleagues and other stake holders.	E	A/I
Excellent interpersonal skills	E	A/I
Planning & Organisation		
Ability to plan and organise activities within own workload whilst considering and adhering to whole school deadlines.	E	A/I/T
Ability to recognise and prioritise urgent requirements.	E	I/T
Ability to understand the ebb and flow of the school year and proactively plan for data and cover requirements.	E	I/T
Demonstrate ability to anticipate impact of future events and plan accordingly.	E	A/I/T
Technical		
Expert in using computerised administrative systems with particular reference to information and data management analysis.	E	A/I/T
Ability to embrace and utilise the latest technology to improve efficiencies.	E	A/I/T
Ability to create and edit data accurately and efficiently within time constraints.	E	A
Expert in use of Excel, pivot tables and Power BI to produce reports and manage data/information.	D	A
Experience in the use of Bromcom MIS (or SIMS).	D	A
A good understanding of the data requirements of a school.	D	A
Personal		
Excellent attention to detail.	E	A/I
Ability to work effectively and supportively as a member of the school team.	E	A/I
Capable of working under pressure and responding quickly to changing demands.	E	A/I
Demonstrate experience of working with confidential material where discretion is paramount.	E	A/I

Ability to understand and follow instructions to ensure successful completion of tasks.	E	A/I
Ability to work independently in line with agreed instructions.	E	A/I
Positive 'can-do' approach to work.	E	A/I
Happy to help and support colleagues.	E	A/I
Ethos		
Support and model the school's Christian ethos with integrity	E	A/I
Safeguarding		
Displays commitment to the protection and safeguarding of children and young people	E	A/I

How Identified Key: A = Application, I = Interview, T = Interview Task

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview