



JOB DESCRIPTION

Job Title:		Data Officer			
JE Code:	A4771	Evaluation:	440 points	Grade:	N5
Effective Date:	September 2020		Status:	Final	
Responsible to:		Data Manager/Exams Officer			
Responsible for:		N/A			
Job purpose:		Provide comprehensive administration support to the Data Manager/Exams Officer and school. Responsible for the input and analysis of school information and data into relevant systems and software. Ensures timely and accurate submission of reports and returns.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Manage MIS system permissions, including issuing passwords and ensuring all staff have correct access to the MIS and other school data systems.
2. Coordinate and submit the termly School Census and other government statistical returns, including associated data quality assurance
3. Be responsible for the development and support of the Common Transfer File (CTF) system for admission / leavers to provide consistency of data from school to school
4. Liaise with teaching and learning colleagues and Senior Management Team to input the banding, setting, resetting and registration groups of students for the new academic year during the academic year.
5. Undertake the annual DfE Performance Tables validation checking exercise online
6. Deal with queries from parents/other schools/the local Authority/other agencies in relation to student data ensuring compliance with the Data Protection Act at all times.
7. Work with the Deputy Headteacher (Quality of Education) to monitor, evaluate and develop the school's data management and assessment systems to ensure efficient operation, improve the efficiency of data capture and analysis.

8. Support the Deputy Headteacher (Quality of Education) in the development and production of the school timetable, updating and applying periodic and casual including course, teacher and room allocations.
9. Create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete.
10. Analyse data and produce reports as directed by the Senior Leadership Team.
11. Export data for various uses to respond to staff requests such as SEN/ Pupil Premium data.
12. Set up, produce and maintain the school reporting system, including the annual school report for every student, and at each assessment period.
13. Support the Data Manager/Exams Officer in running of an effective and efficient examinations system across the School and assist with entries and administrative procedures.

Trust responsibilities

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.