DATA OFFICER JOB DESCRIPTION

DEPARTMENT/SCHOOL:	St Elphin's CE Primary School
POST TITLE:	Data Officer and Safeguarding Admin
Grade:	Current Grade 5
Hours:	22.5 hours Term Time plus one week (excluding lunch time)
	8.30 am - 4.30 pm Wednesday to Friday
REPORTS TO:	Headteacher
RESPONSIBLE FOR:	Data Analysis & Safeguarding Admin Tasks

MAIN PURPOSE

JOB PROFILE

SUPPORT FOR GENERAL OFFICE ADMIN

- **Class lists**
  Collate and maintain class lists for HT.
- **Admissions**
  Manage In-Year transfers and Reception Intake (to include categorising applications) chasing assessment data and updating pupils/directing Teachers to baseline on arrival and updating tracking system.
- Appeals admin (including in-year appeals).
  Submit Admissions Policy and Oversubscription Criteria to LA well in advance of the academic year it refers to. Preparation of in year appeals documentation.
- **Pupil Premium**
  Collate, check and update Pupil Premium information regularly.
  Update school based information using EYPP data.

SUPPORT FOR safeguarding admin

- To manage the inputting of sensitive data from any safeguarding paperwork including scanned documents onto the CPOMs management system and ensure all transient copies are securely disposed of including electronic copies.
- Create reports as needed from CPOMs.
- Contribute to the overall ethos, work and aims of the school as part of the Christian community.

SUPPORT FOR THE SCHOOL

- To work alongside DHT to ensure school website is compliant.
- Website Maintain and update as often as possible with new and up to date information.

ASSESSMENT

- Once returned to produce termly performance overview for cohorts and all significant groups including boys, girls, vulnerable pupils, FSM, EAL, PPG and SEN pupils (to be reviewed as part of SIMs data development).
- Support HT in collation and analysis of data on a termly basis and to support in overviews for each cohort on a regular basis (producing cohort profiles and breakdown of number of pupils within more than 1 vulnerable group i.e. PPG+SEN, PPG+Vul, PPG+EAL, PPG+Vul+SEN, PPG+Vul+EAL to show complexity of needs)
- Support HT in creating scaled score conversion tables in line with the latest KS1 and KS2 DfE data for school's termly assessments.
- Print year group data/class data brick wall tables for progress/attainment to monitor school performance within a given timescale after termly assessment windows.
- Liaise with SIMs team in development/running of our data tracking system.

- Support SLT in data analysis following initial training from SIMs team to enable them to analyse and report on performance in their area of leadership e.g. reading, maths, PPG, SEN etc.
- Support teachers in data inputting using SIMs in the classroom.
- Compile assessment folders for teachers
- Ensure all deadlines for data inputting are complied with/managed.
- Prepare, input and update annual target setting data for all classes using FFT.

Statutory Assessments
- Send out all statutory marksheets to EYFS/KS1/KS2 teachers for their completion (end of year). Support teachers in appropriate year groups in inputting this information.
- Ensure that all SATs/EYFS/Phonics data is submitted on time to the LA and NCA tools website.
- Print statutory results reports to go home with school reports.

SIMs
- Carry out end of year procedures within SIMs to ensure it is set up for the new academic year after the summer break.
- Any other jobs as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

See below for a full job role task list:

Data Officer & Safeguarding Admin Tasks
Data Officer
Manage In year transfers Reception intake including categorisation - Admissions
Assessment data / updating pupils/directing to baseline / tracking
Appeals admin
Submit Admissions policy and oversubscription criteria to LA
Pupil Premium - Collate, check and update PP information
Safeguarding Admin
maintain Blue Historical files – in process of putting on to CPOMs
Reports as required from CPOMS
Transfer of Safeguard files to High School / New Schools
Website - Weekly
Work with DHT for website compliance
Maintain and update Website
Assessment
Support HT data termly : overview for cohorts etc
Support HT scaled scores
Print year group data / class wall tables
Liaise SIMS team development /running of data tracking system. Time specific
Support teacher in data - SIMS in the classroom
Compile Assessment folders for Teachers
Ensure deadlines for data inputting are complied with / managed
Send out mark sheets to Teachers for their completion (end of year) support teachers in inputting this information.
Ensure all SATS/EYFS /Phonics data submitted on time to LA & NCA tools website
Print statutory results reports to go home with school reports
Manage non-core Assessment record keeping system
SIMS
End of year procedures to ensure set up for new academic year