JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Data Officer	**Grade:** F (Points 14 - 19)
Job Family: Organisational Support	

Overall Purpose of Job

As a Data Officer, you will coordinate all aspects of information and data management in the academy, including preparation of timetables and maintenance of student and staff records in order to ensure the availability of accurate and meaningful data.

Main Responsibilities

1. You will develop data management and storage systems, in order to ensure data is up to date, accurate and accessible.
2. You will play a key role in the development of efficient and reliable data gathering systems and procedures.
3. You will provide appropriate staff training and guidance in the use of the academy's data management system.
4. You will assist with data analysis, using the Trust's Information System as appropriate.
5. You will develop and manage the academy's reporting system, to design report layout.
6. You will assist staff whilst using the software and resolve any issues with the software publishers.
7. You will use product knowledge and expertise to contribute to the development of the whole academy timetable.
8. You will work with SLT to co-ordinate the provisions of accurate timetables for students and staff at the start of the academic year, to publicise these in school and to be the key person to resolve problems and amend timetables throughout the year, taking into account staff and student turnover and group changes.
9. You will take general responsibility for the smooth administration of the academy timetabling system.
10. You will be responsible for the completion and submission of complex forms, returns, statistics and data analysis etc. for the academy and Trust, including those to outside agencies, e.g., DfE, and to investigate and resolve related queries to ensure that data is correct.
11. You will liaise with, provide information for and process data from outside agencies.
12. You will be responsible for monitoring information within 'Assessment Manager', producing reports when required.
13. You will liaise with departments and provide information and to design and produce class and student reports.
14. You will produce, collate and arrange distribution of reports.
15. You will establish and maintain records and to design mark sheets for data input and to produce termly reports, liaising with SLT.
16. You will ensure data is collected and transferred as appropriate.
17. You will produce mark summary sheets to appropriate staff and to provide analysis of data when required.
18. You will undertake year-end routines relating to leavers and admissions.

General

19. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.

20. You will participate in training and other learning activities and performance development as required.
21. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
22. You will ensure strict confidentiality in all areas of work.
23. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
24. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
25. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
26. You will always comply with the Trust's policies and procedures.
27. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience

Essential

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- NVQ Level 3 (or equivalent) in a relevant vocational subject and/or proven practical work experience (C/A/R)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post (A/I)
- Successful experience working in a school environment (A/I/R)
- Previous experience of working with and interpreting data (A/I/R)
- Awareness of data protection legislation (A/I/R)
- Ability to efficiently manage and prioritise workloads (A/I/R)
- Good level of proficiency in Microsoft Word, Excel and Outlook (A/I)
- High attention to detail with accountability for accuracy and quality of work (A/I/R)
- Excellent communicator with strong interpersonal skills (A/I/R)
- Well organised, pro-active and able to thrive under the pressure that the role may bring (A/I/R)

Desirable

- Successful experience of supervising a team of people (A/I)
- Emergency First Aid or First Aid at Work qualification (C/A)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Organised
- Proactive
- Supportive
- Attention to detail
- Team player
- Flexible
- Clear communicator
- Adaptable
- Positive

Contacts and Relationships:

Managers - in daily contact with senior leaders and Heads of Department

Support Staff – in daily contact with support staff involved with administration, data, finance, health and safety.

Trust Staff – in regular contact with Trust staff involved with data and finance.

External – in regular contact with parents/carers, visitors as required

*Note***:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.