STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

DATA OFFICER

JOB DESCRIPTION

JOB SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE:

1.   Be responsible for the development, review and evaluation of effective administrative systems for Data, Recording & Reporting.

2.   Assist SLT, to ensure the delivery of an effective and quality business support service for the school in related areas.

3.   Maintenance of accurate assessment and reporting data within the school MIS database.

4.   Assist in maintaining correct and up to date data for Data, Recording and Reporting.

5.   Be responsible for the exemplary maintenance of student records. .

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1.   Administration

1.1   Organise, supervise and undertake complex administrative duties in relation to the organisation of school activities in Data, Recording & Reporting, using appropriate software including SIMS.

1.2   Ensure that work is completed to a high standard and in agreed timescales, liaising with colleagues as and when necessary.

1.3   Organise the preparation of specific materials on behalf of the Principal e.g. National and Local Reports and other related documentation etc.

1.4   Manage complex administration areas e.g. correspondence, administrative procedures including completion and submission of complex forms, returns ensuring quality assurance processes.

1.5   Provide or resource administrative and organisational support for the areas of responsibility, including preparing any relevant documents and/or reports, for other staff, Principal or Governing Body relating to Data, Reporting & Recording.

1.6   Provide organisational and complex advisory admin support to staff, Principal and Governing Body.

2. Data, Assessment and Recording

2.1 Support the transition of new students to the school through the securing and inputting of personal and academic information.

2.2 Be first point of contact for teacher attainment input queries, data collection and associated record keeping.

2.3 Be responsible for the effective management of the report cards systems - including the creation of marksheets, liaising with teachers and generating and timely despatch of report cards.

2.4 Maintain school MIS modules to ensure accurate information, relating to personal, academic and other relevant aspects is held on each student.

2.5 Co-ordination and completion of the School Census and other statistical government returns and Trust statistical returns.

2.6 Responsible for the setup, maintenance and support of student assessment trackers within the school MIS software

2.7 Ensure that assessment data held on the students is accurate and complete.

2.8 Analyse academic assessment data to produce reports on progress, effort and behaviour on individual students and cohorts of students at times set out in the assessment calendar.

2.9 Set up and maintain subject specific mark sheets in line with school policy.

2.10 Manage the production of annual reports and interim reports on the progress of all the students in the school.

2.11 Ensure the year 7 intake's Key Stage 2 data is complete and accurate and imported to the system using DfE supported data source(s).

2.12 Support the administration and arrangement of regular parents' evenings and half-termly performance review meetings with parents.

2.13 Provide information relating to attainment and achievement to managers and senior leaders in the organisation to support the analysis of academic performance.

2.14 Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies in relation to the management of the admin and organisational support in related areas i.e. Data, Recording and Reporting for the school.

3. Timetable

3.1 Support the school in the development and production of the school timetable.

3.2 Prepare a new academic year calendar in using the school MIS.

3.3 Set up and maintain registration groups, allocate student memberships, tutors and Year Learning Co-coordinators using the school MIS.

3.4 Update and apply periodic and casual changes to courses, teachers and rooms.

4. Financial Administration

4.1 Support the processing of the financial transactions within the financial systems of the School.

5. Support for the School

5.1   Deputise in the absence of the Exams Officer when required.

5.2   Provide administrative support to SLT, as required.

5.3   Work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school.

5.4   Undertake and conduct personal development through training and other learning activities including performance management, as required.

5.5   Provide complex advice and guidance to staff, students and others in the related areas of responsibility i.e. Assessment and Exams.

5.6   Ensure compliance with and development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

6. Other Responsibilities

6.1   Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

6.2   Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

6.3   Contribute to the wider life of the Trust and the Star community.

6.4   Carry out any such duties as may be reasonably required by the Trust.

7. Records Management

7.1   All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
			Assessed by:	
QUALIFICATIONS				
1.	5 A*- C or 9-5 at GCSE including English and Maths.	E	✓	
2.	Relevant qualification in ICT/business administration or willingness to work towards.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
EXPERIENCE				
4.	Experience of managing and developing school MIS software and data systems, such as SIMS	E	✓	✓
5.	Experience of producing accurate data for reporting and assessment	E	✓	✓
6.	Experience of gathering and analysis of information.	E	✓	✓
7.	Experience of working in an educational setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to use MS Office software packages such as Word, Excel, Outlook and Microsoft Access, as well as Explorer and databases.	E	✓	✓
9.	Knowledge of statutory data reporting requirements such as school census	E	✓	✓
10.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
11.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
12.	Ability to maintain positive relationships with students, staff, parents and members of the community.	E	✓	✓
13.	Strong verbal and written communication skills.	E	✓	✓

		Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
PERSONAL QUALITIES				
14.	A passionate belief in the school's mission statement.	**E**	✓	✓
15.	Strong team working skills.	**E**	✓	✓
16.	Highest levels of professional and personal integrity.	**E**	✓	✓
17.	Excellent interpersonal skills.	**E**	✓	✓
18.	Personal resilience, persistence and perseverance.	**E**	✓	✓
19.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	**E**	✓	✓
20.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
21.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
22.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
23.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
24.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
25.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
26.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓