



ELLESMERE PORT

Catholic High School

Data officer

“I have come so that they may have life and have it to the full”

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Henderson
Acting Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



The highest
quality of
Teaching

The highest
quality of
Pastoral
Support and
Guidance

The highest
quality of
Leadership

The highest
quality of
Extra-
Curricular,
Enrichment
and
Volunteering
Programmes



With 944 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To enhance the Catholic Life of the school, including Catholic Social Teaching (CST), Celebration of the Word, and student participation, in line with the Diocesan Inspection Framework and the Prayer & Liturgy Directory **(PARTICIPATION)**
- To improve outcomes through high-quality teaching, strong leadership, and effective intervention, ensuring progress for all learners, particularly SEND and disadvantaged students **(PARTICIPATION & PROGRESS)**
- Embed a consistent, positive behaviour culture across the school by clarifying expectations, equipping staff through targeted CPD and coaching, and reinforcing routines and recognition systems to reduce incidents and improve student engagement **(PARTICIPATION)**
- To strengthen leadership at all levels so that safeguarding, behaviour, attendance and curriculum systems are delivered with precision, consistency and accountability, ensuring a culture of high standards across the school **(PRESENCE & PARTICIPATION)**
- To build a whole-school equity-driven inclusion system where every pupil is known, supported and challenged, and where all staff take shared responsibility for removing barriers to learning and ensuring strong progression for all **(PRESENCE & PARTICIPATION)**



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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Data Officer

Permanent

Grade 6 (£29,070 - £32,045) pro-rata per annum

£27,011 - £29,776 Actual

To Start January 2027 (or sooner by agreement)

Reporting to: Operations Manager

Working Hours: 8.00am – 4.00pm Mon to Thurs (30min Break)
8.00am – 3.30pm Fri (30min Break)

Working Pattern: 42 working weeks (38 school weeks, 1 week INSET and 3 weeks in the summer usually around Exam Results)

In addition to the above, we offer an employee assistance Programme to you and your family, continued professional development, an excellent staff wellbeing Programme, and an attractive pension scheme.

Governors are seeking to appoint a Data Officer to join our school providing an excellent service to the school.

The successful applicant is expected to duties as described in the job description in accordance with the requirements of the school. You will need to be highly self-motivated and have a flexible approach to the role. Previous experience as a Data Officer is advantageous and a commitment to providing a quality service are essential.

Application forms and further details are available to download from the school website www.epchs.co.uk, alternatively you may telephone the school to request an application pack, ask for an informal chat or visit to the school. Please send completed applications to OperationsManager@epchs.co.uk or post to the school address, marked for the attention of Mr Scott Higginson. We understand and want to support a healthy work – life balance, we welcome applications from candidates who require flexibility.

We are committed to diversity and inclusion and therefore welcome applications from all suitably qualified and experienced people.

Closing date: 8.00am Monday 2nd November 2026

Interviews will be held either later that week or the following week.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Ellesmere Port Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check with Child Barred List check. We will also perform an online search.

All posts are offered subject to agreement to sign the Catholic Education Service contract of employment with Our Lady Help of Christians Catholic Academy Trust. We are committed to equality and welcome applications from all sections of the community. This role is not reserved and there is no requirement for the post holder to be a practising Catholic but should uphold our principles and values in all aspects of their employment.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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October 2026

Dear Applicant,

Data Officer

Permanent, 37 hours per week, 42 weeks per year
Grade 6 (£29,070 - £32,045) pro-rata per annum
£27,011 - £29,776 Actual
To Start January 2027 (or sooner by agreement)

Thank you for your interest in the post of **Data Officer** at **Ellesmere Port Catholic High School**. The role profile outlines a key position within our Operations Team, supporting the effective management and development of the school's data systems and information services.

We are seeking to appoint a highly organised, analytical and motivated individual to lead the administration of our Management Information Systems and provide accurate, timely and meaningful data to support student achievement, attendance, safeguarding, assessment, curriculum planning and strategic decision-making across the school.

The role includes responsibility for the administration of Arbor MIS, school census returns, assessment and attendance data management, reporting, timetable administration, statutory data submissions and coordinating Subject Access Requests in line with UK GDPR and the Data Protection Act 2018. The postholder will work closely with senior leaders, teaching staff, the Curriculum Support Manager and external agencies to ensure the effective use of data across the school.

Enclosed are the job description, person specification and application form. Please complete the application form in full, as CVs will not be accepted.

The closing date for applications is 8.00am on Monday 2nd November 2026. Interviews will be held shortly thereafter.

Completed application forms should be emailed to **OperationsManager@epchs.co.uk** or posted to the school address.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be subject to enhanced DBS and safeguarding checks.

The school is committed to safeguarding, promoting the welfare of children and young people, and to equality of opportunity for all.

I look forward to receiving your application and wish you every success.

Yours sincerely,

Mrs L Henderson
Acting Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Acting Headteacher: Mrs L Henderson

Executive Headteacher: Mr T Beesley

In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port



Our Lady Help of Christians Catholic Academy Trust



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Data Officer Job Description

Reporting to: Operations Manager

Role Overview: To lead and manage the effective operation of the School's Management Information and data systems, ensuring the accuracy, integrity and security of student, attendance, assessment and statutory data. The postholder will provide high-quality data management, analysis and reporting services to support teaching and learning, pastoral provision, safeguarding, operational management and strategic leadership. They will ensure the school meets all statutory data collection, reporting and compliance requirements while providing timely and accurate information to support school improvement and informed decision-making.

MAIN DUTIES AND RESPONSIBILITIES:

Maintain and administer the Schools Arbor MIS and associated systems

- To manage all student data including admissions, timetables and end of year procedures
- Prepare and publish MIS user guides/reports
- Overseeing and co-ordination of attendance data by admin staff
- Manage system permissions, issuing passwords and ensuring all staff have correct access to the school's systems, including, MIS, DfE websites, SMID and Pupil Progress
- Liaise with Network Manager to ensure that updates and patches to MIS are planned, tested and implemented
- Co-ordination and completion of the school census and other statistical government returns
- Support the effective use of the MIS and provide guidance to staff in the use of assessment, behaviour and reporting modules.
- Set up and maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
- Develop the use of the MIS, and support staff in their use of assessment, behaviour and reporting modules
- Provide guidance and day-to-day support for users
- Create and maintain the assessment database and ensure that assessment data held on pupils is accurate and complete
- Produce reports on progress, effort and behaviour on individual pupils and cohorts of pupils at times set out in the assessment calendar
- Set up and manage systems for tracking the progress of pupils at each key stage
- Set up and maintain subject specific mark sheets in line with school policy.
- Manage the production of annual reports and interim reports on the progress of all the pupils in the school
- Provide base data for external projects and providers, including, SISRA SMID, Fischer Family Trust (FFT) and import target setting data from FFT
- Ensure the year 7 intake's Key Stage 2 and NFER data is complete and accurate and import to the system
- Assist in implementing and maintaining software applications
- Provide first-line support to staff using data systems

Timetable

- Assist with timetable administration and associated data processes
- Prepare a new academic year calendar in MIS
- Promote students into the new year structure incrementing their curriculum years
- Ensure and manage the smooth transition from one academic year to the next with all sections of MIS
- Set up and maintain registration groups, allocate student memberships, tutors and Year Learning Co-ordinators
- Update and apply periodic and casual changes to courses, teachers and rooms
- Responsible for managing entry into the Academic Management in MIS



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Other responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale
- Liaise with designated SLT member responsible for examinations, curriculum and assessment
- To work collaboratively with schools across the school and provide support in relation to student information, assessment and reporting systems.
- To work collaboratively with the Curriculum Manager to ensure the effective administration of internal and external examinations, including examination entries, candidate information, results processing and analysis, and statutory returns.
- To undertake all reasonable any other duties as directed
- Act as the School's lead officer for the coordination and administration of Subject Access Requests (SARs), ensuring compliance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and School policies.
- Receive, log, track and manage all SARs and requests for educational records, ensuring statutory deadlines are monitored and met.
- Liaise with senior leaders, pastoral staff, safeguarding leads and other relevant colleagues to identify, retrieve and review information held across all school systems and records.
- Extract, collate and prepare information from Arbor MIS, safeguarding systems, attendance records, assessment systems, behaviour records, pupil files and other data sources in response to SARs.
- Review information prior to disclosure, ensuring appropriate redaction of third-party data and sensitive information in accordance with data protection legislation.
- Maintain accurate records of all requests, actions taken, correspondence and disclosures for audit and compliance purposes.
- Provide guidance to staff regarding the identification, handling and escalation of Subject Access Requests and data protection enquiries.
- Support the Data Protection Officer (DPO) in responding to requests from data subjects, regulators and other authorised agencies.

Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



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Data Officer Person Specification

	Essential	Desirable
Qualifications	➤ Educated to at least A level or equivalent or have relevant vocational experience (F) ➤ Relevant qualification in ICT/business administration ➤ Analytical skills	➤ Vocational qualifications relating to software systems (F) ➤ Evidence of continuing professional development (F) ➤ Formal further education qualification and /or degree in relevant discipline (desirable)
Experience	➤ Experience of working with management information systems and handling large volumes of data accurately ➤ Experience of maintaining and using management information systems to produce reports and analyse information. ➤ Experience of forming and maintaining network relationships ➤ Information gathering and analysis ➤ (F/I/R)	➤ Working in an educational environment. (F/I) ➤ Experience of web development. (F/I/R) ➤ Experience of producing accurate data for reporting and assessment (desirable)
Knowledge & Skills	➤ Excellent IT skills. (F/I/R) ➤ Ability to focus on detail and accuracy when compiling reports. (F/I) ➤ Excellent communication skills (F/I/R) ➤ Excellent organisational and planning skills including the ability to be flexible to achieve targets. (I) ➤ Ability to work to deadlines. (I/R) ➤ Ability to form good working relationships with colleagues and external clients. (I/R) ➤ Enthusiastic, innovative and forward-looking. (F/I)	➤ High levels of accuracy and attention to detail. ➤ Strong data analysis and reporting skills. ➤ Ability to prioritise workload and meet deadlines. ➤ Ability to explain technical information to non-technical users. ➤ Strong customer service and communication skills. ➤ Knowledge of School timetable ➤ Knowledge of statutory data reporting requirements such as School census ➤ Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion

Evidence assessed from: Application form (F): Interview (I): References (R)

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective, and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 Form, this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ





Our Lady Help of Christians Catholic Academy Trust

“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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