



Lord Grey Academy
Lord Grey Can



DATA OFFICER

Application pack contents

- Advert
- A job description
- A person specification

“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Lord Grey Academy
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Advertisement

DATA OFFICER

PERMANENT

Support Staff Role

**18 hours per week, 40 weeks per annum
(38 term time weeks and 5 training days)
Flexible on days of the week and times of day**

**Tove Pay Scale Band G (£25,992 - £28,163)
Pro rata actual annual salary £11,154**

We require an enthusiastic, energetic and dedicated Data Officer as soon as possible. The successful candidate will support, complement and work alongside the Office Manager - Student Data and Exams and team members. Together with the Office Manager you will ensure accuracy of student data.

The successful candidate will be friendly and approachable and able to form excellent relationships with staff. You will be highly professional, dedicated and well organised. You will have good data management knowledge, ICT and administrative skills.

You will provide high level administrative support and assistance to the Data and Exams Team. This role supports the development, promotion and implementation of data management and assists with all areas relating to data matters ensuring the highest standards of compliance at all times.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Tuesday 4th February 2025. Interviews to be held on Friday 7th February 2025.

Only successfully short listed candidates will be contacted.

Join an Academy part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!





Lord Grey Academy

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Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



JOB DESCRIPTION

Role:	Data Officer
Responsible to:	Office Manager - Student Data and Exams
Based at:	Lord Grey Academy
Hours:	18 hours per week, 40 weeks per year (3 days over exam results days)
Grade:	Grade G, points 8 to13

Job Context

The purpose of the Data Officer is to provide high level administrative support and assistance to the Data & Exams Team. This role supports the development, promotion and implementation of data management and assists with all areas relating to data matters ensuring the highest standards of compliance at all times.

Key Responsibilities

- To support the administrative work which provides the necessary high quality of delivery for staff, parents and students in relation to student data information, assessment and examination processes at the school.
- To provide a high level of administrative support to the Office Manager - Student Data and Exams
- To liaise with a wide cross-section of school personnel to ensure that accurate assessment data is collected to enable teachers to track student progress and to administer the production and circulation of reports on students' progress.
- To support the Office Manager - Student Data and Exams and the office to help deliver the Academy's Data strategy and services

Support of administration work

- 1) Supporting the school system for the collection and distribution of data pertaining to student progress using the schools management information system.
- 2) Use data gained to set student targets in line with school guidelines
- 3) To transfer student and assessment data to third party software for data analysis
- 4) Maintain and document data procedures
- 5) To be capable of effectively carrying out a variety of data entry tasks, some of which are labour intensive and repetitive. The post holder will be required to have an excellent eye for detail.
- 6) Work with the timetabler and liaise with key staff for any amendments that need to be made to the established timetable in the academic year.

Support for the Office Manager - Student Data and Exams

- 7) To deputise for the Office Manager - Student Data and Exams in their absence.
- 8) To provide high level administrative support to the Office Manager - Student Data and Exams in their absence.
- 9) To assist the Office Manager - Student Data and Exams in dealing with direct queries from staff.



- 10) To work with the Office Manager - Student Data and Exams on restricted download days to ensure data is available for students and the Leadership Team in a timely manner.
- 11) To support and assist the Office Manager - Student Data and Exams in the maintenance and development of the MIS, including reports, attributes, result upload, and data input for the purposes of recording and reporting student assessment data.
- 12) To support and assist the Office Manager - Student Data and Exams in the provision of student data and associated analyses.
- 13) Assist and support the Data Protection Officer with the collation of information for subject access requests and freedom of information requests in line with statutory requirements and trust and school policies.

Communication/Liaison

- 14) Work with Heads of Faculty/Heads of Department in the creation of markbooks to enable accurate tracking of student data.
- 15) Receive data from outside agencies (e.g. FFT, CATS, ALIS, Exam Boards) and enter into the schools computer system.
- 16) Check and verify the accuracy of all student data held on school management information systems by working closely with other departments.
- 17) Ensure all assessment and reporting data is completed according to deadlines and in the relevant format; follow up incomplete data, liaising with teaching staff, Heads of Department/Heads of Faculty as appropriate.
- 18) To support teaching staff in data-related issues.
- 19) To support staff and parents in accessing student data online.
- 20) To assist with the administration and publication of reports to key stakeholders.

Support for the School

- 21) To generally support the school's administration needs as agreed with the School Business Manager.
- 22) To undertake any other duties which are reasonable within the scope and grade of the post.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed _____ Date _____



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PERSON SPECIFICATION			
Experience/Knowledge	Essential	Desirable	Evidenced
Working in a school		✓	A R
Experience of working with a range of software in different working environments	✓		A I
The ability to pick up new software quickly	✓		A I
School information system knowledge and experience		✓	A I
Deputising for team leader		✓	A I
Technical Job Related Skills	Essential	Desirable	Evidenced
High level knowledge of Docs, Sheets and other Google packages along with Excel, Word and other Microsoft Office packages	✓		A I
Good telephone manner	✓		A I
Ability to undertake repetitive tasks	✓		A I R
Sound organisational skills	✓		A I
Ability to communicate effectively	✓		A I
Excellent attention to detail and accuracy	✓		A I
Personal Job Related Skills	Essential	Desirable	Evidenced
Excellent interpersonal and communication skills	✓		A I
Good administrative and organisational skills including recording, monitoring and checking progress	✓		A I
Hardworking and dedicated	✓		A I R
Effective teamwork	✓		A I R
Commitment to professional standards	✓		A I R
Ability to work under pressure	✓		A I R
Accuracy and attention to detail	✓		A I R
Confidentiality	✓		A I R
Ability to communicate and work with all levels of management within the school		✓	A I
Education and Qualifications	Essential	Desirable	Evidenced
Four GCSEs, including Mathematics and English at C grade or above or equivalent		✓	A I
Evidence of a personal commitment to professional development		✓	A I
Other Requirements	Essential	Desirable	Evidenced
Willingness to be flexible with working hours to respond to academy's needs	✓		A I
Commitment to uphold the School's Equalities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference