Job Profile

Job Title:	**Data Officer**
Location:	**Located at Oakmoor, you may also be required to work at any location where business is conducted that is within reasonable distance of the School**

Function of the post:

Manage the MIS systems and processes for data input, reporting and data management at Oakmoor, meeting regulatory, Trust and Academy requirements. This will include information to effectively manage the attendance, admissions and assessment procedures, whilst contributing to the continuous improvement of the administrative team of the academies.

Principal Accountabilities:

1. Monitor and update attendance registers, input data on to the relevant database ensuring accuracy, liaising with external agencies to improve attendance rates, supporting the training of all staff in attendance and registration issues, ensuring the school system of registration is adhered to.

2. In liaison with the Heads of School correspond with parents to follow-up on absence or attendance concerns in line with Academy policy and procedures.

3. Monitor attendance trends, preparing data and analytical reports including the PARMs report and provide regular updates for staff as directed by the Leadership team.

4. Using SIMS, maintain accurate records of all admissions to the academies for the annual intake of new entry children and for in-year admissions in line with academy procedures, ensuring the administration and weekly/ mid -year communication of the admissions process, including appeals process, is undertaken efficiently and to a strict timeframe, liaising with all appropriate parties and provide regular updates for staff.

5. Manage an efficient and effective process of pupils starting and transferring to another school in line with statutory framework and system requirements.

6. With a professional and pro-active approach, support the continuous effectiveness of the administration of Oakmoor, which may include general office administration and responding to external enquiries to meet the immediate needs of the academies, ensuring IT requirements and training needs are in place to satisfy whole school function;

7. Maintain and update accurate class lists, pupil on roll numbers for schools circulation as appropriate providing lists for any identified gaps.

8. Collate and prepare pupil assessment data, ensuring statutory returns are accurate and submitted within deadlines required, liaising with the SLT to ensure information is provided in the format and criteria required, developing and enhancing systems and processes as appropriate to ensure the service provided is effective and efficient.

9. Input and download or assist with retrieval of data ensuring optimum use of electronic systems to ensure value for money and efficiency. Complete all returns in a timely manner and oversee accurate current staff, governor and pupil records and lists. Process FOI requests and maintain /update the schools publication scheme.

10. In liaison with SLT, the SEND and Pastoral teams ensure all correspondence safeguards and communicates securely with wider agencies.

11. Ensure all data managed is in line with current data protection regulations, Trust and School requirements.

Other Duties
You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:
We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:
Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:
To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:
The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:
You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

Safer Recruitment:
The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:
Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	Appropriate qualification/s that provides evidence of a proven capability in literacy and numeracy required for business correspondence Demonstrable knowledge of a wide range of administrative practices and procedures that support the delivery of a professional, client focused service	Relevant professional qualification Knowledge of administrative duties within an academy, primary or secondary education setting Knowledge of school policies and procedures in relation to attendance and admissions	Application Documentary Evidence Interview
Skills	Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service in-line with the duties of the post Strong customer-focused interpersonal and communication skills, with an ability to quickly build positive rapport and respond appropriately to a variety of stakeholders with sensitivity and discretion when required Computer literate with fast and accurate keyboard skills using Microsoft Office applications or similar Able to produce professional and accurate presentations, documents and communications Analytical skills with an attention for detail and accuracy		Application Interview References
Experience	Experience of undertaking a wide variety of general administrative tasks relevant to the duties of the post Evidence of working with MIS and producing data returns and reports relevant to the requirements of a school setting Experience of undertaking a high volume of tasks within tight time frames and with		Application Interview References

	competing demands Relevant experience of providing advice, support and information to a diverse range of people, both internal and external		
Personal attributes	Flexible and pro-active with a team focused approach, able to work confidently and with minimum supervision Ability to scrutinise work whilst under tight timelines to ensure accuracy and quality, whilst adaptable to the changing priorities of the schools, remaining calm under pressure Attributes that create a supportive, friendly, helpful and positive environment, empathic and sensitive to the needs of a diverse range of people Accurate, methodical and well organised to enable the maintenance of administrative systems, procedures and records.		Interview References

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