

# Data Officer (part time)

## Trinity Academy

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### Job Description

#### Position Profile

Job title:	Data Officer
Responsible to:	Deputy Head Teacher / Assistant Headteacher responsible for Teaching and Learning.
Salary:	S28 to S32 £31,854 - £35,802 3 FTE (Actual salary of 0.6: £17,127 to £19,250 0.8 £22,836 to £25,667)
Start date:	1st September 2024
Hours:	0.6 FTE - 0.8, 22.5 - 30 hours per week (There is some flexibility in the working pattern, to be agreed at interview) Term time + 10 days (there may be a need for some work at results times in August)

#### Purpose of the role

To jointly oversee the management and analysis of all school data. To provide reports with statistical analysis of all areas of student performance and attendance where required by the School.

#### Responsibilities of the role

The tasks required will be many and varied and may be subject to change following consultation with the post holder but are likely to include the following:

- Oversight of the School's database, currently SIMS including assessing for accuracy.
  - Oversee collation of school Census returns via the Information Management system, currently SIMS.
  - Support in the transition of the School's database from SIMS to a new provider in April 2025.
  - Analysis of all student assessment data both internal and external
  - Oversight and analysis of attendance data
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- Obtain and collate information from the Department for Education, such as KS2 scaled scores and pupil premium data, primarily for new students in Year 7 but also for in year transfers / joiners
  - Prepare marksheets (currently within SIMS) for the collection of assessment data according to the school assessment cycle
  - Assist with the preparation of end of term student reports
  - Assist with timetabling activities such as assigning duties to staff, and updating staff and student timetables as required
  - Support the Exams Officer and other school staff to effectively administer assessments for target setting such as GL / CAT assessments

### **Communication:**

- Confidential briefing of the Head prior to the official publication of GCSE and AS/A2 results in August.

### **Training**

- Advising on and implementing necessary changes to school policy and practice as a result of information and training received.
- Support of and collaboration with school administrative staff on all matters relating to examination administration, for example posting of examination papers.

### **Other duties:**

- To be aware of student safeguarding issues and refer information to the appropriate person when necessary.
- To uphold and promote the ethos of the school at all times.
- Be fully aware of GDPR requirements, and adhere to them at all times

### **Other desirable duties:**

- To use data software to analyse and track performance of students internally and externally (SISRA/ALPS/FFT ASPIRE etc.)

### **Working Environment:**

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed. We encourage all members of our school staff to run co-curricular clubs which are central to the school ethos.

### **Contacts & Relationships:**

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The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality and security of information are vitally important aspects of the work.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.