SMART

JOB DESCRIPTION

Job Title:	Data Officer
Grade:	G
Hours:	37 hours pw/ 40.4 weeks pa Working term-time plus 5 inset days, plus 7 additional days to include 3 days in each of the weeks that A level and GCSE results are published in August each year.
Responsible to:	Operations Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal</u>: Headteacher, Operations Manager, heads of departments, teachers, support staff, Trust data colleagues, students, governors <u>External</u>: Examination boards, parents/ carers

Main Purpose of Job

To manage all aspects of the school's student database to ensure accurate records are maintained and information is readily available in appropriate format for review, analysis and for statutory returns as required by the school, Trust, LA, DfE and other relevant agencies. This will be achieved by using a variety of educational software such as SIMS, SISRA, FFT, ALPS and government portals, as required. To manage all aspects of the school's use of the SIMS system to ensure the smooth running of the timetable, upgrades and to manage correct staff access to SIMS. To manage student assessment and be responsible for the construction of marksheets and ensure the smooth running of student reports to parents.

Duties and Responsibilities

1. To ensure that accurate student records are maintained, ensuring all new pupils joining the school and those leaving are recorded on the school's administration systems.

2. To manage the school's assessment system, being responsible for the construction of complex marksheets and extraction of data for reporting to parents.

3. To act as the SIMS manager for the school to manage all aspects of the SIMS system used, giving appropriate access to staff via System Manager. To ensure the smooth running of upgrades and the distribution of new information to relevant members of staff.

4. To provide analysis of data to SLT, HOD, HOY regarding students' current performance against national lines in order to highlight areas for concern/intervention.

5. To provide staff training in SIMS, SISRA, Assessment Manager and Performance Analysis, or additional systems as appropriate. To provide training to new members of staff and assess levels of access required to SIMS and SISRA, ensuring correct security procedures are understood.

6. To maintain a range of school records and data including pupil attendance records. To respond to requests for such data from senior tutors, SENDCO, etc. and assist in the interpretation of such data and information.

7. To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information.

8. To oversee the preparation of various data as required by SMART, the LA, DfE and other external agencies.

9. To ensure the accuracy of data input into the school's data storage systems (SISRA).

10. To assist in the design, review and development of data systems so as to ensure accuracy, accessibility and appropriate levels of security with regard to data availability.

11. To provide accurate and timely information to the SLT and Headteacher for reporting to CEO, LGC and Trustees.

12. To complete termly DfE Census returns.

13. To devise the school's calendar of data tasks and to help ensure that all such tasks are completed in a timely manner.

14. To meet all deadlines with regard to the completion of data collection tasks and data returns required of the school, including overseeing the DfE Census returns on SIMS.

15. To be responsible for the co-ordination of weekly and annual reports and publications as required by the Headteacher, Departments, SMART, the LA and DfE.

16. To assist the school timetabler in maintaining and adjusting the timetable as required.

17. To be responsible for the collection, collation and distribution of key stage data, including distributing interim report data for each year group and feeding information into Capita SIMS software.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.

3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.

4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: September 2024

Updated by: Senior HR Officer

PERSON SPECIFICATION

Job Title: Data Officer

Department: School Operations

Attributes	Essential	Desirable	How identified
Relevant Experience	Reasonable practical experience of working in an office environment A good level of experience using Microsoft Office and other software applications	Experience of working with data Experience of SIMS and SISRA software; awareness of NT6 and the Options package would be useful but not essential Experience working in a school/ college environment	Application form/ interview
Education and Training	GCSE English and Maths, at grade 4 or above, or equivalent	Attainment of level 3 qualifications or equivalent (e.g. A levels)	Application form
Knowledge and Skills	An understanding of GDPR Good communication skills Good verbal and written skills Good organisational skills		Application form/ interview

Any Additional Factors	Commitment to the school's vision		Interview
	Ability to work independently or as part of a team		
	Ability to relate well to pupils, parents and professionals		
	Accurate with good attention to detail		
	Ability to produce accurate information based on data input		
	Committed to own personal development		

Date Updated: September 2024

Updated by: Senior HR Officer