



Job Description & Person Specification

Data Officer

Grade 4 SCP 12-17 £22,183-£24,491

Full-time (36.66 hrs per week), Full Year

Purpose of Post

To provide technical and administrative data support to the school using the management information system.

Key tasks

Data

1. To prepare, manipulate data analysis and distribute a variety of reports and using the school's Management Information System and other systems as required (e.g. SIMS, SISRA, Excel, Power BI, Class Charts).
2. Under the direction of the Trust Data Manager, set up templates and marksheets within the MIS Assessment Manager module.
3. Use Power BI to produce routine reports/dashboards for the Headteacher and SLT in key areas e.g. Pastoral (attendance, behaviour etc) as well as assessment reports.
4. To support the Assistant Headteacher with the SIMS Curriculum Module, Timetabling, inputting students into classes and registration groups including managing KS4 Options.
5. Ensure that data is collected and collated in line with a rigid calendar of deadlines.
6. Produce pupil end of year and other mid-year reports to parents and carers.
7. To run the pupil census reports for returning to the Department for Education.

Admissions and Transition

8. Work with the Pastoral and Admissions teams in maintaining a correct database of starters and leavers within the MIS.
9. Support the communications with the Local Authority with regards to offering of places to the Academy.
10. Working with the member of SLT to ensure that the MIS data entry and associated software supports systems for transition of pupils from Year 6 into Year 7.
11. Be a point of contact for the member of SLT responsible for transition.



Exams

12. Support the exams process.
13. Working collaboratively, internally with relevant staff and invigilators as well as with central teams to ensure the smooth running of exam periods.

Administration

14. To produce class lists, form lists and staff duty rotas.
15. Respond to parent/carers enquiries regarding pupil reports
16. To administer "Cover" as necessary for absent (planned or unplanned) staff.
17. To arrange room changes as a result of cover or exam implications or other requests as necessary.

Data Protection

18. Having due regard to the data protection policy, to maintain the physical archive storage and database ensuring the correct retention periods are applied and to run reports to advise destroyal dates.
19. Follow protocols for GDPR related matters, data protection, Subject Access Requests (SARs) and Freedom of Information requests (FOIs)
20. Respond to helpdesk enquiries, answering the phone, emails and logging details of calls.

General

21. Uphold and promote the values and ethos of the school/Trust
22. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
23. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
24. Implement and uphold the policies, procedures and codes of practice of the school / Trust.
25. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
26. Support the Trust and school's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, for example challenging a stranger on the premises.
27. Understand and promote the importance of inclusion and equality and diversity for all.
28. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
29. Attend and participate in relevant meetings as appropriate.
30. Undertake any other additional duties commensurate with the grade of the post.

Responsible to:

School Business Manager and Trust Data Manager

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

DATA OFFICER	Essential / Desirable	Application Interview Test
Qualifications		
A relevant Honours degree demonstrating candidate's analytical abilities or equivalent qualification	E	A
Highly numerate		
Professional qualification relevant to Data Management	D	A
Communication		
Ability to communicate information and 'translate' between school data terminology and technical terms	E	A/I
Needs to be able to communicate proactively to the Data Manager and update on progress of tasks		
Excellent interpersonal skills		
Planning and Organisation		
Ability to plan and organise activities within own workload following instruction from Data Manager and considering the data collection deadlines.	E	A/I/T
Ability to recognise and prioritise urgent requirements		
Ability to understand the ebb and flow of the school year		
Forward Thinking		
Demonstrate ability to anticipate impact of future events and plan accordingly	E	A/I
Technical		
Expert in using computerised administrative systems with particular reference to information management analysis	E	A/I/T
Ability to create and edit data accurately and efficiently within time constraints		
Expert in use of Excel, pivot tables, Power BI to produce reports and management information	D	A
Ability to embrace and utilise the latest technology to improve efficiencies.		
Experience in the use of SIMS		
A good understanding of the data requirements of a school		
Personal		
Excellent attention to detail	E	A/I



Ability to work effectively and supportively as a member of the school team		
Capable of working under pressure and responding quickly to changing demands		
Demonstrate experience of working with confidential material where discretion is paramount		
Ability to understand and follow instructions to ensure successful completion of tasks		
Ability to work independently in line with agreed instructions		
Positive 'can-do' approach to work		
Commitment to safeguarding and promoting the welfare of children		
Ability to travel between schools using own transport	D	A
<p>How Identified Key:</p> <p>A = Application I = Interview T = Task</p>		