

**St Katherine's School**

**Data Officer**

**Job description**

<b>Job title</b>	Data Officer
<b>Location</b>	St Katherine's School
<b>Salary</b>	N23 - N28 £34434 - £39152 pa <i>gross annual equivalent</i> Actual Term Time (+3 weeks) Salary: £32094 - £36491 pa
<b>Role Summary</b>	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.
<b>Working pattern</b>	Full time 37 hours per week (Term time plus 3 weeks)
<b>Responsibilities</b>	<p><b>Responsibilities Specific to the Role</b></p> <ul style="list-style-type: none"> <li>• Role model the behaviours associated with <b>positivity, team playing, rule following</b> and <b>attentiveness to detail</b>;</li> <li>• Oversight of the School's databases, and assessing them for accuracy;</li> <li>• Oversee collation of the School census returns via the Information Management system;</li> <li>• Analysis of all student assessment data – both internal and external;</li> <li>• 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;</li> <li>• Prepare marksheets for the collection of assessment data according to the school assessment cycle;</li> <li>• Preparation of student reports;</li> <li>• Assist with timetabling activities such as assigning duties to staff, preparing staff cover, and updating staff and student timetables as required;</li> <li>• Support the Exams Officer and other school staff to effectively administer assessments for target setting such as GL / CAT assessments;</li> <li>• Support with the publication of GCSE and A-level results in August;</li> <li>• Support of, and collaboration with, school administrative staff on all matters relating to data handling;</li> <li>• To be aware of student safeguarding issues and refer information to the appropriate person when necessary;</li> </ul>

	<ul style="list-style-type: none"> <li>• To uphold and promote the ethos of the school at all times; and</li> <li>• Be fully aware of GDPR requirements, and adhere to them at all times.</li> </ul> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<b>Reporting to</b>	Assistant Headteacher
<b>Safeguarding</b>	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>

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#### **Person Specification**

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

#### **Skills and personal attributes:**

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

##### **Essential for this role:**

- Commitment to safeguarding and promoting the welfare of children, young people and adults;
- A **teamplayer**;
- A **positive disposition** with a good sense of humour especially when encountering change;
- A high level of **attention to detail**;
- A **rule follower**;
- Values based and outcomes driven;
- Genuine care and respect for students and colleagues;
- A high level of professional integrity;
- Able to work well under pressure;
- 'Can do attitude', willing to engage in the whole of the school's life.
- Fully embrace the mission and values of the school;
- Maintain the highest expectations of all students and all staff;
- Communicate effectively with the teams you lead and with the middle leadership team.

##### **You are likely to have:**

- A love for problem solving;
- A calm demeanor, even when things are going wrong; and
- A desire for clarity and an aversion to ambiguity.

##### **You may have:**

- Personal interests and enthusiasms that you can bring to the school community.

#### **Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

##### **Essential for this role:**

- A good standard of education to A-Level or equivalent in at least 2 subjects.



- A working knowledge of various data and word processing platforms (e.g. Excel, word, Google Sheets and Google Docs); and
- Strong knowledge of mathematical concepts (e.g. averages, standard deviations).

**You are likely to have:**

- Good Degree;
- Knowledge of school-specific platforms (such as Arbor, Sisra and Classcharts); and
- Specific training in handling large amounts of sensitive data.

**You may have:**

- Further professional qualifications

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- Experience of handling large amounts of sensitive data

**You are likely to have:**

- Experience of working in a related role, preferably in an education environment.

**You may have:**

- Experience of working in a complex organisation.
- Experience of Arbor and Edval

**Other Requirements:**

**Essential for this role:**

- The ability to work effectively to deadlines with strong communication and teamworking skills. Strong organisational skills with the ability to work on own initiative.

**You are likely to have:**

- A track record of fostering an open, fair and equitable culture.

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*



*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*