



Job Description & Person Specification

DATA OFFICER

NJC Grade 4 SCP 12-17 £22,183 to £24,491

Full Time (36.66 hrs per week), Full Year

Reporting To: Data Manager

Purpose of Post

To provide technical data support within the data management team and administrative support to the whole school.

Key Tasks

1. To prepare, manipulate and distribute reports using the school's Management Information System (SIMS) and other systems as required (e.g. SIMS, SISRA, Excel, Power BI, Class Charts).
2. Under the direction of the Data Manager, set up of templates and marksheets within the SIMS Assessment Manager module.
3. To support the Data manager with the SIMS Curriculum Module, inputting students into classes and registration groups including managing KS4 Options.
4. To produce class lists, form lists and staff duty rotas.
5. Ensure that data is collected and collated in line with a rigid calendar of deadlines.
6. 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 destruction dates.
7. To support the Exams processes.
8. Follow protocols for GDPR related matters, data protection, Subject Access Requests (SARs) and Freedom of Information requests (FOIs)
9. To undertake such other duties of a similar nature as the Data Manager/ Business Manager/ Headteacher may require.

Standard Duties

1. Uphold and promote the values and ethos of the school / Trust.
2. Implement and uphold the policies, procedures and codes of practice of the school / Trust. maintaining high standards in personal attendance and punctuality.
3. Understand and promote the importance of inclusion and equality and diversity for all.
4. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
5. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.

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

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



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| DATA SUPPORT OFFICER | Essential / Desirable | Application Interview Test |
|--|-----------------------|----------------------------|
| Qualifications | | |
| A relevant Honours degree demonstrating candidate’s analytical abilities | 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 |



The Blue Coat School

Proud to be part of the Cranmer Education Trust

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NB: Any candidate with a disability who meets the essential criteria will be guaranteed an interview