

JOB DESCRIPTION

Post Title: Data Officer

Managed by: Assistant Headteacher (Assessment, Recording and Reporting)

Responsible to: Data Manager

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.

This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.

General.

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

1. Maintain high standards of ethics and behaviour, within and outside school, by:

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

2. Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

3. Make accurate and productive use of the school MIS

- know and understand how to access relevant information for the post in which you operate.

4. Assist in managing behaviour effectively to ensure a good and safe learning environment

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

5. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Manage use of time effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.
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Responsible for:

Key Role/ Functions

- To accurately input and inspect pupil data
- To set up necessary reporting sessions as required, to maintain accurate and effective systems throughout the year
- To have responsibility for all working practise and operational procedures for reporting in liaison with Line Manager
- To produce academic reports in line with school policy and to pre-set deadlines
- To ensure that all data output is of high quality
- To assist in the analysis of data
- To liaise with the relevant staff in the maintenance and housekeeping of all data in order to ensure that system are in line with relevant guidance
- To liaise with teaching staff to ensure reporting deadlines are met
- To liaise with the Senior Managers in order to provide support in the input of timetables
- To support Senior Managers in the admission and transfer of pupils
- To transfer electronic data by CTF to and from schools in line with government guidelines
- To administer all relevant documentation in order to facilitate effective transfer processes for the new intake
- To liaise with parents, schools, LA and other agencies as required in relation to transfers and school data

General Administration

- To provide general administration support in relation to the school: preparing correspondence, documentation, spreadsheets, photocopying, lists and reports
- To Liaise with the House Office, SLT and other members of staff to ensure excellent communications across the school
- To be responsible for the maintenance and storage of accurate pupil records using the schools' management system
- Provide occasional cover for office administration staff
- To communicate at appropriate levels with parents, pupils, governing body and outside agencies as required
- Any other reasonable duties as deemed necessary by the Headteacher

Signed by employee: _____

Print Name: _____

Signed on behalf of school: _____

Print Name: _____