



## **JOB DESCRIPTION** **Data Officer**

<b>Purpose</b>	<p>The Data Officer will provide data and administrative support across various departments, assisting with collection, analysis and submission of data returns.</p> <p>The postholder will support curriculum teams with data input, aligned with the school's assessment calendar ensuring that data processes contribute effectively to student progress tracking and school improvement.</p>
<b>Reporting to</b>	Management Information Systems Leader and Office Manager.
<b>Responsible for</b>	No staff responsibilities
<b>Liaising with</b>	Headteacher, Senior Leadership and Management Team, Curriculum Leaders, all staff in the school, students and other external agencies /stakeholders.
<b>CRB Check</b>	Enhanced Level
<b>Working Time</b>	36 hours 40 mins per week - Term Time only (190 days) plus 10 days (including the last week of the summer holidays)
<b>Salary</b>	TRS Support Staff Salary, NJC Grade 4, Point 12-17 (£24,308 - £26,368 with pro rata applied)

### **Key Tasks**

1. To prepare, manipulate and distribute reports using the school's Management Information System (Bromcom) and other systems as required (e.g. SISRA, Excel, Power BI).
2. Set up templates for data input following assessment periods and provide data to curriculum leaders for analysis.
3. Ensure that data is collected and collated in line with a rigid calendar of deadlines in alignment with the school's assessment calendar.
4. Support the processes to ensure that the MIS data entry and associated software supports systems for transition of pupils from Year 6 into Year 7.
5. Support the process for pupil end of year and other mid-year reports to parents and carers.
6. To support with regular data collections and submission of data returns.
7. To support the production of the pupil census reports for returning to the Department for Education.
8. Follow protocols for GDPR related matters, data protection, Subject Access Requests (SARs) and Freedom of Information requests (FOIs).
9. 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 end dates.
10. Provide ad hoc administrative support to curriculum leaders.
11. To undertake such other duties of a similar nature as the Manager/Headteacher may require.

## General Duties

1. Be a Personal Learning Guide.
2. Uphold and promote the values and ethos of The Radclyffe School/ Trust.
3. Implement and uphold the policies, procedures and codes of practice of the school / Trust, maintaining high standards in personal attendance and punctuality.
4. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
5. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
6. Understand and promote the importance of inclusion and equality and diversity for all.
7. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
8. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
9. Attend and participate in relevant meetings as appropriate.
10. Undertake any other additional duties commensurate with the grade of the post.

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**

**Date: February 2025**

**Headteacher: John Cregg**