



Applicant Information Pack

Data Officer



'Every Individual is in a great school'



Letter from the CEO

Dear Applicant,

Thank you for your interest in this role. I am delighted you are considering The 3-18 Education Trust.

We are seeking to appoint an organised and proactive Data Officer with a successful track record of effective practice and delivering high quality levels of service. With an expected growth in the size of the Trust over the next few years, this is an exciting new role. The Trust central team prides itself on a high-quality support operation for our schools, to ensure that all young people in our Trust are given the best possible education.

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Our Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

This recruitment pack contains details about our Multi Academy Trust, the commitment to our staff and students and information about each of our unique schools. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion then please contact our Team via email belinda.howells@tas.318education.co.uk

We look forward to hearing from you.

Yours faithfully,



David O'Toole
Chief Executive

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

- ✓ Unbeatable Pension Scheme

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

- ✓ Holiday

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays – and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

- ✓ Saving Scheme

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

- ✓ Support for you and your family

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

- ✓ Your wellbeing

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free



Application & Appointment Process

An application form is available on the Trust website. Please complete and return it promptly, highlighting your relevant experience, skills, and personal qualities.

For more information or to arrange an informal conversation, contact Belinda Howells at belinda.howells@tas.318education.co.uk

Application Deadline: Noon 2nd March 2026

Interview Date: Soon after

Submit Applications to: belinda.howells@tas.318education.co.uk

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.



Job Description: Data Officer



Title of Post	Data Officer
Grade and SCP	Grade 6, SCP 7-11
Hours/Working Weeks	37 hours, 38 weeks (term time only) plus 2 weeks
Post Status	Permanent
Accountable To	Assistant Headteacher
Key Stakeholders	Senior Leadership Team, Business Manager, Systems

Main Purpose

As primary Arbor lead, to meticulously record and manage the school's assessment data, ensuring accuracy and timely updates to support student progress tracking and educational outcomes. This involves coordinating with teachers and administrative staff to collect, analyse, and report on assessment results. Support Assistant Headteacher in the building of a successful working timetable, looking at staffing restraints, option blocks etc.

Duties & Responsibilities

- Input and manipulate student progress data in a variety of software systems including Arbor / SISRA/ Excel
- Primary Arbor lead (including producing student TTs, managing staff permissions)
- Perform data analysis using software functions
- Retrieve and produce data according to staff and leadership team needs
- Complete Census reporting as required
- Administer the Options process system
- Input data from primary schools into Arbor
- Provide comparisons of student progress across subjects and teaching groups
- Collect and input school report data from teaching staff
- Produce and distribute school reports to families
- Coordinate and administer consultation evenings
- Undertake Trust wide data responsibilities, including providing onsite support across all schools as required.
- General administrative duties required in the day to day running of the school as delegated by the Business Manager.
- Assist with Reception duties, answering the telephone, dealing with face to face enquiries and signing in visitors if and when required.
- Provide first aid to students if and when required.
- Assist with school evacuation procedures, as delegated by the Business Manager in line with the fire evacuation plan

Input and manipulate student progress data:

- Enter and update student progress data in various software systems, including Arbor, SISRA, and Excel.
- Ensure data accuracy and consistency across all platforms.

Primary Arbor lead

- Oversee the use of Arbor, including producing student timetables and managing staff permissions.
- Provide training and support to staff on using Arbor effectively.

Perform data analysis:

- Utilise software functions to analyse student performance data.
- Generate reports and insights to inform teaching strategies and school improvement plans.

Retrieve and produce data:

- Respond to data requests from staff and the leadership team.
- Compile and present data in a clear and accessible format.
- Assist with referrals to Family Support Advisor / SENDCo / Inclusion Team by providing necessary data.

Complete Census reporting:

- Prepare and submit Census reports as required by educational authorities, such as workforce and student census.
- Ensure all data is accurate and submitted within deadlines.

Administer the Options process system:

- Manage the system for student subject choices, ensuring smooth operation and accurate data entry.
- Communicate with students, parents, and staff regarding the options process.

Input data from primary schools:

- Collect and input data from feeder primary schools into Arbor.
- Ensure seamless transition of student records.

Provide comparisons of student progress:

- Analyse and compare student progress across different subjects and teaching groups.
- Highlight areas of concern and success to inform teaching practices.

Collect and input school report data:

- Gather report data from teaching staff.
- Input and format data for school reports.

Reports and Assessments:

- Set up of yearly reporting marksheets for Yrs 7 - 13
- Ensure reports are accurate, professional, and delivered on time.
- Create Data collections
- Create report cards

Coordinate and administer consultation evenings:

- Organise and manage logistics for parent-teacher consultation evenings, including the use of the booking system.
- Ensure smooth operation and effective communication with parents.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder: