



**WILLIAM FARR**  
C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Data Officer

**Reports to:** Head of Exams and Data

**Grade:** WFS 5

## JOB DESCRIPTION

### **Overall Responsibilities:**

Under the direction of the Head of Exams and Data, manage, co-ordinate the collection and storage of assessment and tracking data, production of pupil reports and progress reviews.

The postholder is responsible for the overall consistency, accuracy, integrity and security of academic data

### **Duties and responsibilities:**

- To support the design, production and efficient management of marksheets and report templates and monitor the production of assessments/reports across the school, as directed.
- Support the transfer, validation and presentation of data between systems (e.g., Bromcom, FFT, Sistra Analytics, PowerBI)
- Work closely with curriculum and pastoral teams to tailor data reports that support targeted interventions and student wellbeing
- To generate target grades for students using prior assessment data and relevant systems.
- To deliver training and support staff in the use of systems relating to data.
- Ensure data management procedures comply with GDPR and school data protection policies
- Act as a point of contact for data accuracy, correction, and subject access requests where required
- Such other duties as may be reasonably requested.

### **General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
Minimum 5 GCSEs at or above Level 4 or C Grade, including English and Maths	✓		Application
Further qualification that supports the job role		✓	Application
Willingness to undergo in further training and development in the post.	✓		Application
Experience of management information systems to support data management functions	✓		Application/ Interview
Excellent Microsoft Excel skills	✓		Application/ Interview
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	✓		Application/ Interview
Knowledge of safeguarding		✓	Application/ Interview
Personal Qualities			
Must be highly organised and have good attention to detail.	✓		Interview
Ability to work independently and without immediate supervision.	✓		Interview
To be able to meet deadlines and work proactively	✓		Interview
Effective communication and interpersonal skills	✓		Interview
Ability to build effective working relationships with staff and other stakeholders	✓		Interview
Ability to work under pressure and prioritise effectively	✓		Interview