



## JOB DESCRIPTION

Post Title:	Data Support Officer
Hours:	22.5 hours per week, term time only + 1 TE day
Salary:	Scale 3 (points 5 - 6)
Line Manager:	Data Manager

### Main Purpose of Role:

The Data Support Officer will play a pivotal role in ensuring the school's data is accurate, reliable, and effectively used to support decision-making. This role involves analysing large datasets, maintaining the MIS system, supporting staff with data-related queries, and contributing to projects that improve operational efficiency and student outcomes.

The successful candidate will act as a bridge between technical data systems and end users, ensuring that data is not only accurate but also meaningful and accessible to all colleagues.

### Main Duties and Responsibilities

#### Data Management and Analysis

- Confidently use Microsoft Excel and other Microsoft applications, including VLOOKUPS, Pivot Tables, and advanced formulas.
- Interpret large and complex datasets, providing actionable insights to support school planning, teaching, and operational decision-making.
- Produce reports and summaries tailored to different audiences, from senior leaders to teaching staff, in a timely manner.
- Ensure data is accurate and up-to-date within agreed timelines.
- Monitor and maintain data hygiene, ensuring robust and reliable information for decision-making.
- Use data to support interventions, monitor student progress, and highlight trends that inform teaching and learning strategies.

#### User Support and Training

- Provide daily support for staff with data-related queries.
- Deliver 1:1 guidance, coaching, or group training to ensure staff can use data effectively.
- Explain data concepts in a clear and accessible way, adapting communication style to different levels of technical understanding.

#### MIS and Database Maintenance

- Update and maintain the school MIS/database with precision, ensuring the integrity and accuracy of all records.
- Ensure all data handling complies with GDPR, confidentiality, and safeguarding requirements.
- Support the Data Manager in data audits, compliance activities, and system improvements.

#### Project Support and Collaboration

- Contribute to the successful completion of projects or system implementations.

- Work closely with the Data Manager and IT Team on data-related projects and school initiatives.
- Assist in developing new processes or systems to improve efficiency or educational outcomes.
- Participate in school improvement planning by providing reliable and insightful data analysis.

#### **General Responsibilities**

- Prioritise tasks effectively and work independently while meeting deadlines.
- Maintain a professional and approachable manner when liaising with staff, students, and stakeholders.
- Demonstrate flexibility in responding to changing priorities and urgent requests.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

This Job Description may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but set out the main expectations of the school in relation to the postholder's professional responsibilities and duties