Job Description

School Name:	Parliament Hill School
Job Title:	School Data Officer
Reports To:	Data Manager
Team	**n/a**
Line Management	None
Grade:	**Scale 5 (£33,291-£34,779)** **35 hours 39 weeks**
Role Summary:	The School Data Assistant plays a pivotal role in supporting the Data Manager to develop, integrate, and maintain the school's data and Management Information Systems (MIS). This position ensures the timely provision of accurate data to inform decision-making, support school improvement, and uphold the school's strategic objectives. The role encompasses data management, examination coordination, and general administrative support, all aimed at fostering a data-driven culture within the school.

Key Skills and Competencies: The highlighted competencies are core to this role.

Relationships	Organisational Agility	Personal Excellence	Innovations	Permanent Growth & Development
'Customer' focus	Change Management	Developing People's Potential	Idea Generation	Vision
Build Wider Networks	Project Management	Self-Development	Innovation Management	National Perspective
Building long term relationships	Team Building	Performance Management	Creativity	Openness to new approaches
Empathy	Organisational Skills	Individualisation	Curiosity	Strategic Leadership
Effectively Communicate	Prioritisation	Learning	Concept Thinking	Adaptability
Professional Attitude	Action oriented	Motivating People	Solving Problems	Achieving Results
	Decision Making	Taking Responsibility	Passion for Technology	Planning

Other Duties

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All support staff are expected to model professional behaviour to students to support student development and behaviour, in line with our code of conduct.

Commitment

- Be conversant with Equality and Diversity in a school environment at all times.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

Safeguarding and Child protection

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols.

Data Protection

- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School's data management protocols.
- Act as point of contact for data protection concerns under the direction of the Headteacher and nominated SLT contact.

Information and Systems Management:

- **Data Integration and Development:** Collaborate with the Data Manager to enhance and integrate MIS, ensuring alignment with the school's strategic goals. Use various data systems, to assist with the school core aims. For example, SchoolCloud for parent's evening bookings, 4Matrix for Assessment analysis.
- **Learning Organisation Facilitation:** Promote a culture that maximises access to relevant and timely data, supporting informed decision-making across the school.
- **Reporting and Compliance:** Assist in preparing internal and external reports, including school census returns, examination results, exclusions, attendance and behaviour logs, ensuring accuracy and adherence to deadlines.
- **Assessment Data Maintenance:** Work closely with the Data Manager to manage and update assessment data, maintaining comprehensive records for all cohorts.
- **Data Integrity and Security:** Support the Data Manager in safeguarding the accuracy, integrity, and security of all school data and systems, in compliance with data protection regulations.

Examinations Coordination:

- **Examination Oversight:** Collaborate with the Examinations Officer to ensure seamless administration of internal and external examinations, enhancing the examination experience for students.
- **Examinations Cover:** Deputise for the Examinations Officer, as and when necessary, provide student timetables, registers, check papers received and stored appropriately.
- **Examinations Administration:** Assist with preparation of both internal and external exams, providing candidate cards, registers, booking invigilators, ordering stationary, preparing room trays and other duties as required.
- **Assessment Recording and Target Setting:** Together with the Data Manager, establish efficient systems for recording student assessments and setting targets, ensuring timely and accurate data handling.

General Administrative Support:

- **Staff Training:** Provide guidance and training to staff on data management systems, promoting effective utilisation of data tools.
- **Performance Management Participation:** Engage fully in performance management processes, undertaking relevant training and development opportunities.
- **Policy Adherence:** Model and uphold the school's code of conduct and policies, contributing to a positive and compliant school environment.

Core Accountabilities:

- **Managing Information Services:** Lead the School Performance Team to foster a high-performance culture, driving continuous improvement and excellence in data management services.
- **Performance and Customer Focus:** Implement effective performance management processes, ensuring services meet the school's expectations and targets.
- **Programme and Project Management:** Lead data-related projects, delivering outcomes that meet quality, cost, and time objectives.
- **Communication and Influence:** Ensure all communications are clear, effective, and adhere to the school's communication standards.
- **Safeguarding and Child Protection:** Promote and safeguard the welfare of children, embedding safeguarding principles across all systems and communications.

- **Equality Commitment:** Uphold the school's commitment to equality, promoting an inclusive environment that advances equal opportunities.
- **Flexibility:** Demonstrate adaptability by undertaking duties outside the standard role as required, including occasional work beyond regular hours, to support the school's needs.
- **Collaborative Support:** Work cooperatively with colleagues, participating in extracurricular activities, school trips, and other events as needed to support the school's mission.

PERSON SPECIFICATION

Essential Qualifications required

Type	Level required	Essential	Desirable
Professional qualifications/memberships	Recognised relevant qualifications in ICT or data management and/or equivalent experience and training in a related environment.		D
Education	Educated to degree level or equivalent (preferably in a relevant discipline)		D

Technical / Knowledge Requirements

Type	Description	Essential	Desirable
ICT skills	High proficiency in using MIS (e.g., Bromcom, SIMS, iSAMS), data analysis tools, and Microsoft Office Suite.	E	
	Proven ability in the management of complex information systems and related processes		D
	Proven experience in successfully developing, implementing and maintaining large, complex management information systems that deliver on the key business requirements		D
	Demonstrated ability to handle sensitive information with discretion and in compliance with data protection regulations	E	
	Practical knowledge and/or of systems development.	E	
	Sound Knowledge and experience of systems within a school or other educational environment		D
	Experience of supporting and training others in the use of computer systems	E	
	Expert knowledge of the key specialist systems employed within the School		D
	Highly computer literate with the ability to develop and impart specialist knowledge and expertise	E	

Role Specific Competencies

Type	Description	Essential	Desirable
	Detailed knowledge and practical experience of at least one of the key specialist areas of the service: School's exam process, Attendance, assessment, Technical support, Cover supervision.	E	
	Proven experience of successfully managing and coordinating complex administrative processes		D
	Extensive knowledge, experience and understanding of delivering high quality and valued Data and Systems service		D
	Record of delivering successful and innovative solutions to business challenges		D
	Evidence of effective delivery in a demanding environment.	E	
	Successful experience and/or knowledge of working within a school or in an equivalent Educational organisation/environment.		D

Behavioural Competencies

Competency	Key to role	Essential	Desirable
Communicating and influencing	Evidence of ability to communicate potentially complex issues in an effective and clear style.	E	
	Proven ability to develop and maintain effective professional working relationships and networks with stakeholders and use these relationships to improve the effectiveness of the service	E	
	Ability to advise, persuade and influence stakeholders in a professional and effective manner.	E	
	Excellent written and verbal communication skills. Ability to communicate accurately and appropriately with parents, students, senior leaders, regulatory bodies and other stakeholders.	E	
	Proven ability to ensure a high standard of customer care is embedded within the Team and own work standards	E	
Leadership and team management	Proven track record in effectively managing complex teams to achieve service objectives.		D
	Experience of successful team/partnership work	E	
Problem solving	Ability to analyse complex information quickly, reaching and articulating decisions with clarity, to deliver solutions that command support.	E	

	Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered	E	
	Ability to manage a complex workload and meet tight timescales	E	
	Record of dynamic and achievement orientated approach.		D
	Commitment and track record of embracing the principles of equality in the delivery of the service	E	
Safeguarding	Sound understanding of the principles of safeguarding with a proven commitment to improving the safeguarding of children and young people.	E	
	Record of success in embedding safeguarding in all aspects of work	E	
	Understand the importance of effective data processes in supporting the safety and wellbeing of students	E	
Team working	Proven ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.	E	
	Ability to work effectively with senior leaders, staff, external partners to quickly establish confidence, trust and credibility.		D
	Ability to build and nurture good working relationships with colleagues and other stakeholders.		D
Partnership working	Recognises the importance to the School of active partnership working with a commitment to embrace partnership working where relevant to deliver services most effectively and efficiently	E	