



Application Pack and Job Description
Dawlish College
Student Data Officer (Maternity Cover)



Dawlish College
Student Data Officer
(Maternity Cover until Oct 2025)
37 hours per week; 38 weeks per year

Ivy Education Trust is looking to appoint an enthusiastic and motivated Student Data Officer to join Dawlish College to cover maternity leave. This is a great opportunity for a proactive, hardworking and student-focused individual to support the functions of Student Data within the College

The role of Student Data Officer is pivotal to our students' success. It is therefore essential that you have strong communication skills, are exceptionally organised, remain calm under pressure, have good time management skills and work well as a team.

Please see the below job description and person specification for further details regarding this post.

Dawlish College is a vibrant and exciting place to be. As a relatively small school we have the luxury of knowing every young person as an individual whilst also being able to offer every opportunity. Working collaboratively, having fun and enjoying what we do is at the heart of what it means to work with us and we believe that this is why students thrive, our outcomes are strong and we are growing year on year.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and a lifelong love of learning.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you have any questions about the role, then please email Lucy O'Brien, Examinations Officer on LOBrien@dawlish.devon.sch.uk

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk.

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Wednesday 2 October at 09:00. Interviews will take place the week after once applications have been shortlisted.

Job Description

Post Title:	Student Data Officer
School:	Dawlish College
Working Hours:	37 hours per week, Monday to Friday, 38 weeks a year
Salary Grade:	Scale 4, Point 8-12 (Full Time Equivalent £24,702-£26,421 p.a pro rata)
Contract Type:	Fixed-term Maternity Cover (Immediate start) until 14 th October 2025
Responsible to:	Exams & Data Officer
Main purpose:	This role involves supporting the functions of both Exams and Student Data within the College.

Key Responsibilities:

- To ensure that all data, both pastoral and academic is accurate and up to date.
- To undertake all administrative tasks as required to ensure efficient and effective support to staff, students and all other stakeholders.
- To undertake all administration duties relating to work experience.

Specific Sims Responsibilities & Data Management

- Support the administration & co-ordination of Assessment Manager
- SIMS – input student data, ensuring data is up to date and accurate
- Support and administration of Admissions
- Compile and collate a range of data both academic and non-academic as directed.
- Complete SIMS data checks for termly census returns

ASSESSMENT – As directed by Data & Exams Officer

- Help to create/issue/collate mark sheets
- Assist in the production of reports from data input by staff and issue reports to parents
- Upload data to and maintain changes to SIMS
- Input and manage all home learning data

TIMETABLE ADMINISTRATION (under the direction of / to assist the timetabler)

- Input /administer SIMS data as directed
- Assist with maintenance of the timetable
- Option group allocations – in conjunction with Assistant Headteacher
- In year additions
- End of Year procedures

STUDENT DATA

- Maintain student pastoral information on SIMS – including annual consent as appropriate
- Leavers administration – including, transfer of records and uploading CTF files

College Ethos and Culture

- To conduct oneself in a manner befitting an employee at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the College.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school/college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school/college.
- To follow the school/college's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school/college and its commitment to equal opportunities
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Educated to GCSE grade C level (or equivalent) in both Maths and English	✓	
Professional Experience and Knowledge		
Working in a school environment with young people.		✓
Analysing information systematically and working with great attention to detail.	✓	
Working within a busy environment, meeting tight and demanding deadlines.	✓	
General administration and familiarity with SIMS		✓
Using a range of ICT packages and databases	✓	
Personal Aptitudes, Qualities and Skills		
Good interpersonal skills including; <ul style="list-style-type: none"> • Ability to build rapport quickly • Ability to be assertive when required • Professional & approachable style 	✓	
Excellent planning and organisational skills. Able to prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives. Flexible and adaptable in approach.	✓	
Strong communication skills, able to; <ul style="list-style-type: none"> • Convey information confidently, appropriately and effectively. • deal with internal and external contacts to high professional standards. • build positive professional relationships with stakeholders and examining boards 	✓	
Numeracy, literacy and ICT skills at a level appropriate to the role. Highly competent Microsoft office (Outlook, Word & Excel) user.	✓	
Able to manage confidential information appropriately and with discretion including dealing with sensitive and personal issues in complete confidence.	✓	
Willingness to participate in ongoing training & development	✓	
Able to work effectively as a member of a team	✓	
Understanding of safeguarding issues and able to promote the welfare of children and young people.	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.