



JOB DESCRIPTION

JOB TITLE: Data Officer

DEPARTMENT / FACULTY: Administration

REPORTS TO: Deputy Headteacher Student Progress

SALARY: Grade 13 (6-11) £25,989 - £28,142 full time equivalent (actual salary will be pro-rata and based on 39 working weeks)

WORKING HOURS: Full or Part-time (minimum of 25 hours per week)

WORKING WEEKS: Term time only plus 5 days (2 days must be in August for exam results)

PAID WEEKS: Less than 5 Years: 44.6518 weeks (including statutory holiday entitlement)
More than 5 Years: 45.2479 weeks (including statutory holiday entitlement)

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both “enjoy and achieve”.

Provide insights from data to support decision-making, track performance, and improve educational outcomes. Responsible for collating, updating and analysing a range of data held by the school; particularly data in relation to achievement, engagement and student information.

To assist the school's Examinations Officer in all aspects of examinations and data services.

MAIN RESPONSIBILITIES AND DUTIES

Achievement Data (with direction from the DHT Student Progress and Examinations Officer)

- Lead in the development, management and inputting of student report, progress and achievement data through the school database (SIMS).
- To maintain assessment data mark sheets/templates for staff by inputting relevant data.
- Assist with the student report process and ensure all reports are completed by staff on time, are checked and are accurate.

- Assist with production of the Raising Standards Booklet, Subject Intervention Summaries and other key documents in relation to the student reporting and Raising Standards process.
- Training and development in the use of SIMS.
- Assist in producing data required for September start including analysis of Key Stage 2 SATS results.
- Support the SEND team with the administration of CATS data, i.e. sharing data to SLT, staff, parents.
- Support the school Literacy Lead with analysis of literacy baseline assessments.
- Lead the administration of the school's Excellence Awards reward process.
- To design user friendly reports to meet other individual or whole school requirements.

Engagement Data (with direction from DHT Curriculum)

- Provide support for whole school events such as school visits and Personal Development Days including collation of students lists and registers.
- Monitor and produce reports on student engagement with extra-curricular opportunities.
- Monitor and produce reports on attendance at whole school events such as parents' evening.
- Provide administration support for the Key Stage 4 options process to support the efficient allocation of option subjects to each student based upon student preference.

Student Information (with direction from Business Manager)

- Ensure information held on the school database (SIMS) regarding students' is accurate and up-to-date.
- Support the Year 6/7 transition process to ensure data collected regarding the new Year 7 intake is accurate.
- In liaison with the Pastoral Hub Manager, keep an up-to-date list of students who are Pupil Premium and disadvantaged to prepare reports as and when required regarding Pupil Premium or other vulnerable groups.

Exams (with direction from the Examinations Officer)

- Oversight of running and administration of Key Stage 3 exams.
- Support the Examinations Officer as directed to ensure the smooth and efficient running of all external and internal exams processes. Delegated responsibilities may include:
 - Communicating arrangements for examinations with the Senior Leadership Team, Subject Leaders and whole staff.
 - Being present and available in school on the days when results are notified in August and prepare various reports for staff as required in readiness for the start of the new academic year.
 - Sending out letters to parents regarding exam dates, arrangements and requests.
 - Ensures all information is updated on the schools database (SIMS - Exams Organiser) and ensure the production of a student exam entry list to Subject Leaders for checking.
 - Posting student assessments and mark sheets to appropriate examination boards and examiners for moderation prior to deadline.
 - Receives exam papers, checks the numbers sent against the school entries and stores papers securely.
 - Attends the start of all exams to check all students are present, if not phones home, or locates students within school.
 - Collates completed scripts in candidate number order and prepares for dispatch.

- Copies and distributes results as requested by Examinations Officer and DHT Student Progress.
- Covering in the event of the absence of the Examinations Officer.

Admin Support

- Provide admin support as and when required.

You may be required to complete any other reasonable duties as directed by your Line Manager / Headteacher within the responsibilities/grade of the post.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with students, colleagues, Senior Leaders, supply teachers and other stakeholders, including trustees, parents / carers, visitors, volunteers, consultants, suppliers & contractors, mail delivery companies, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Deals with representatives of various Examination Boards.

This is not a comprehensive or exclusive list of duties, which may be varied from time to time as policies, procedures and use data software changes, as the post evolves.

