**Job Description**

**Job Title:** Data Officer

37 hours per week, 39-52 weeks per year (weeks are negotiable)

**Responsible to:** Data, Exams and System Lead

**Responsible for:** Administration Assistants as directed

**Salary Scale:** E (point 10-14), £27694.00 - £29540.00 pro rata. This is currently under review with a potential move to a higher scale.

**Core Purpose of the Role:**

To ensure efficient and smooth running of the Trust Data Systems.

Manage a wide range of administrative tasks, ensuring compliance with Trust policies and statutory requirements, and contributing to a positive and organised school environment.

**Specific Responsibilities:**

**Whole school**

* Collaborate in planning, development, design, organisation and monitoring of support systems/procedures/policies within school data systems.
* Collaborate in developing and maintaining processes for the collection, processing and analysis of data related to pupil placement, attendance, support and progress.
* Liaise between managers/teaching staff and support staff.
* Be compliant with the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the school’s systems.

**MIS**

* Take a lead role in the development, maintenance and management of record/information systems.
* Take a leading role in the reporting and resolution of any MIS software problems.
* Liaise with internal and external stakeholders (including other schools and local authorities) to ensure data held is accurate and up to date.
* Carry out routine and end of year procedures relating to the effective and sustainable operation of MIS.
* Support in the planning and delivery of internal training relating to MIS, data and examination systems.
* Support with the preparation and delivery of MIS training in house to appropriate cohorts of staff.
* Support in providing organisational and administrative and training support to other staff including the Governing Body (as required).
* Support the development and implementation of new systems to meet the needs of the School Teams and other internal stakeholders as required.

**School Data**

* Work in collaboration with the Data, Exams and System lead ensuring that statutory and non-statutory returns are processed in a timely manner, including Table Checking and Neet returns.
* Be responsible for all School Census returns in special settings and liaise with other schools and the LA over any Census queries.
* Maintain systems used to track progress etc.
* Ensure reports to colleagues are produced in a timely manner.
* Liaise with relevant staff to support the receipt of all aspects of data relating to the Reception, Year 7, Sixth Form/college intake and in year admissions.
* Support the Data, Exams and Systems Lead in data analysis and monitoring.
* Be the lead in the setup, production and maintain the school’s academic reporting system to inform parents/carers of individual student achievement and progress.
* Lead in the administration of all on rolling and off rolling of students in our specialist settings.
* Ensure that live school roll checking procedures are available for the ELT and that a weekly archive is kept on the student roll.
* Administer the Respect Admissions, Transitions and Exceptions panel, including communicating actions with Respect Schools’ senior leaders.

**Exams – In the role of Exams Officer**

* Be the link between school staff and the exams boards .
* Work closely with the Deputy Headteacher Curriculum and Standards to ensure all pupils are entered for appropriate examinations.
* Work closely with the Deputy Headteacher Curriculum and Standards to coordinate exam timetables, access arrangements and room allocation to ensure that exam rooms are set up correctly.
* Ensure school exam databases are accurately maintained and updated.
* Provide regular reports/forecasts of exam related costs and charges.
* Work closely with the Deputy Headteacher Curriculum and Standards ensuring training in this area for staff is up to date and valid.
* Work closely with the Deputy Headteacher Curriculum and Standards to ensure that all areas of the exams processes are compliant with national and exam board rules and regulations.

**Reception**

* A point of contact for parents, carers, and visitors arriving at the Trust or school site providing an efficient and effective reception service.
* Provide exceptional customer service and manage communication between external and internal stakeholders, including parents and pupils.
* Ensure all security and safeguarding protocols are clearly communicated to and understood by all visitors to the school.
* Monitor and manage the signing in and out process for all visitors and staff.

**Administration**

* To provide an efficient and effective administration service, supporting the operation and effectiveness of the Trust.
* Where required update pupil records (Pupil On Roll system), ensuring accuracy and compliance and Update timetables under direction from the Senior Leadership Team.

**Culture and Ethos**

* Promote a culture of high expectations, ensuring all administrative functions support pupils, staff, and leadership teams.
* Work with school leaders to embed a culture of efficiency, professionalism, and continuous improvement.
* Foster an environment where staff feel valued, supported, and empowered to perform at their best.
* Support HR processes, ensuring adherence to safer recruitment protocols and GDPR.

To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.

**Person Specification**

**Qualifications**

Essential:

* GCSE (or equivalent) C Grade in English and Maths.

Desirable:

* Safeguarding Training level 2 (or equivalent)
* GDPR or Data Protection Training.

**Experience**

Desirable:

* Experience in office administration and computer data bases input and retrieval.
* Ability to handle confidential information, establish and maintain filing systems.
* Production of reports as required for a variety of recipients.
* Reception duties and contact with public, parents and other professionals.

**Skills and Knowledge**

Essential:

* Ability to use ICT effectively, have a strong understanding of administration functions.
* Efficient administrative skills, prioritise workloads and have excellent customer service skills, telephone and face to face.
* Ability to build and maintain professional working relationships with multiple external stakeholders.

Desirable:

* Knowledge and awareness of AI.

**Personal Attributes**

Essential:

* Professional and discreet, able to handle sensitive information with confidentiality and integrity.
* Proactive and solution focused, with the ability to work independently and as part of a team.
* Resilient and adaptable, able to work in a fast paced and evolving environment.
* Strong leadership qualities, with the ability to manage and support administrative staff.
* Committed to professional development, with a passion for maximising efficiency and effectiveness of systems and processes.

Issued by:                                                                                 Received by:

Head Teacher                                                                           Post Holder

Date                                                                                          Date