



JOB DESCRIPTION

Senior Data Officer

Term Time + 3 weeks some of which must be worked in August

Monday – Friday 8.15 to 4.15 (45 minutes lunch)

Reporting to: Vice Principal for Curriculum

Main Purpose of the Post

The role of the Senior Data Officer is to Support the VP for Curriculum to ensure data is used effectively and efficiently across the school. They will play an integral role in delivering an efficient and high-quality data and information service to all departments in the school and to external stakeholders.

Specific Responsibilities of the post Include:

- To lead the data management process and ensure accurate recording of all data systems as the link to the School MIS
- Support the Deputy Principal - Curriculum, to ensure data is used effectively across the school across a variety of data streams
- Provide analysis and reports to support teaching staff in the monitoring and raising of attainment across the school, helping those staff to become more effective in the use of their student data
- Be the friendly face of the Data Team and manage and prioritise data work load requests to ensure key delivery targets are met
- Be responsible for managing all aspects of the incoming Year 7 admissions process
- Administer the in-year student transfer process and appeals
- Be responsible for the completion of school student census returns and any other key data requests to external stakeholders
- Ensure that all core data in Arbor and SISRA is accurate and up to date
- To provide support to the Vice Principal - Pastoral and attendance teams in maximising the information and data relating to attendance
- Design templates in Arbor to enable meaningful Progress Reports to be produced
- Upload data into SISRA after each data collection has closed
- Provide analysis for staff as required to support academic achievement across the school
- Line management of the Data Administrator allocating any additional duties as required

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school at all times, and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training if required

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

Signed (Line Manager)

Date