



## JOB DESCRIPTION

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|--------------------|-----------------------------|-----------------|------------------------|
| <b>Job title:</b>  | Data Officer                | <b>Job Ref:</b> | XS 9.10                |
| <b>School:</b>     | The Sir John Colfox Academy | <b>Grade:</b>   | Dorset Grade 6, SCP6-9 |
| <b>Reports to:</b> | Data Manager                |                 |                        |

### Main job purpose

To be responsible for the provision of efficient administrative support within the school in relation to data management. To ensure compliance with Trust's and the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

### Main responsibilities and duties

1. To collect, collate and input all data throughout the school including student data, assessment, and examination performance.
2. Input data into all MIS modules and other data bases including:
  - Pupil personal and medical details
  - Attendance
  - Assessment
  - Reporting
  - Lesson attendance
  - Examination
  - Timetable
3. To be responsible for maintaining the computerised school attendance registers and provide analysis and reporting as required and assisting Heads of Year with management of attendance.
4. To maintain the Pastoral filing system in relation to student records, both manual and computerised as appropriate.
5. To assist in analysis of data and compilation of reports for staff and senior management of the school/Trust as required.
6. To assist and prepare statutory and non-statutory returns and conduct end of year procedures for a range of external bodies and agencies.
7. Compilation and completion of Government on-line surveys.
8. Any other reasonable tasks as are required from time to time at the discretion of the Data Manager/Support Services Manager.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

### **Knowledge & skills**

The postholder must be numerate, computer literate with relevant data administration experience.

To be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Competent knowledge of MIS modules and Excel would be an advantage.

### **Supervision and management**

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

### **Problem solving and creativity**

To deal with changing and conflicting work deadlines under the direction of the Data Manager/Support Services Manager.

Analysis and interpretation of data.

### **Key contacts and relationships**

Close contact with all levels of staff within the school and external bodies in the use and analysis of data.

Responsibility for providing advice to school staff on data issues.

### **Decision making**

Working to deadlines and prioritisation of workload.

Under the direction of the Data Manager/Support Services Manager, to ensure the appropriate and adequate backup and security of computerised data records.

### **Resources**

Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

General Office equipment.

### **Working Environment**

Office based post.

Subject to substantial and frequent periods of computer input and data manipulation.

### **Progression in Post (if applicable)**

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| <b>Job description prepared by:</b> | Gillian Jacobs |
| <b>Date:</b>                        | September 2021 |