

TITLE OF POST:	Data Officer
GRADE:	Scale 5
DATE OF APPOINTMENT:	To be confirmed
LINE MANAGER:	Data Manager
HOURS:	36 hours per week, term-time only (plus 5 INSET days plus 5 days per year, as directed) 40 weeks per annum

Purpose of Post:

To develop and maintain a wide and deep understanding of school data and systems through regular research of new developments and best practice.

To develop processes and procedures for the management and use of school data and systems.

To support staff use of school data and systems

To manage the process for the collection and reporting of student progress data

To provide effective and timely analysis data analysis with efficiency

JOB DESCRIPTION

1. To develop and maintain a wide and deep understanding of school data and systems through regular research of new developments and best practice. School data includes Secondary and Primary performance measures. School systems include Go4Schools, SIMs and 4Matrix. Sources of research will include DFE guidance and technical documents, system manuals and professional networks.
2. To develop processes and procedures for the management and use of school data and systems. This will include Data Team working practices and staff guidance documents.
3. To support staff use of school data and systems by:
 - preparing training guides, presentations and exercises
 - delivering one-to-one and group training
 - trouble shooting issues arising from the use of school data and systems by answering FAQs and raising help desk tickets
4. To manage the process for the collection and reporting of student progress data in by:
 - Setting up and amending mark books in to ensure they are set up correctly for the required data collection
 - Checking teacher data entry and chasing correction and/or completion where necessary
 - Trouble shooting data entry issues
 - Setting up, quality checking and generating student reports
 - Exporting/ importing/matching data from/to/between systems such as SIMS, Go4Schools, ALPS, 4Matrix and external data sources to ensure data is consistent and up to date in all analysis systems.
5. To provide effective and timely analysis data analysis with efficiency by:
 - Liaising with Senior Leadership, Curriculum Areas and Key Stage Teams to understand and interpret requirements
 - Use wide knowledge of data sources to determine the best approach to providing analysis
 - Produce data analysis using a range of tools including MS excel, system reports and external analysis sources.
6. To provide admin support during School Census.
7. To provide a range of administration support to the Data Manager including printing, photocopying and collation.
8. To provide support with whole school events on a rota basis, such as Option Interview Days etc

9. To attend meetings as appropriate to the post.
10. To undertake other responsibilities within the department as directed by the Data Manager and as appropriate to the post.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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SELECTION CRITERIA

1. Recent experience in a busy office environment ideally working with multiple management information systems and/ or data.
2. Excellent ICT skills, including advanced use of Office software
3. Ability to analyse data using MS excel including pivot tables
4. Experience of training and/ or supporting staff to use management information systems
5. Ability to work accurately with excellent attention to detail and produce high quality of work.
6. Ability to work under pressure and manage competing priorities to ensure that deadlines are met.
7. A strong customer service focus.
8. Excellent interpersonal skills, ability to establish and maintain effective working relationships and deal with people at all levels.
9. Ability to communicate confidently and effectively both orally and in writing.
10. Open to change with a flexible approach.
11. Willingness to work to further the School's aims with regard to equal opportunities and raising achievement and work cooperatively towards the aims of the school.