

Curriculum Officer

Job Description

Scale: H6

Start: May 2026

Responsible to: Exams and Data Manager/Deputy Headteacher

Hours: 32.5 hours a week, term time plus one week (to include September INSET day/s)

Job purpose

To maintain the whole school curriculum and options processes for pupils and staff, working in conjunction with the Timetabler.

To be responsible for all aspects of the school management information system as directed by the Exams and Data Manager and/or Deputy Headteacher.

To support the Deputy Headteacher/EVC in the administration of the school trips and extra-curricular programme.

Key Responsibilities and Tasks

Curriculum/Management Information System related tasks

- To input and maintain student data in Arbor, ensuring data is kept accurate, secure and fit for purpose.
- To support the Timetabler with building the annual pupil and staff timetable and any associated systems. This will include but is not limited to in year group/set changes for existing students onboarding of new students and assigning appropriate curriculum structures in line with school expectations and processes, where necessary liaising with Heads of Year or Heads of Department.
- Liaise with Heads of Subject and place all students into classes using the Academic Structure and produce start of year timetables.
- Administrate the annual KS3, KS4 and KS5 Options processes
- Support the Data and Exams Manager in any tasks required to undertake the completion of the school census and other DfE student returns within the published timescales.
- Support the Data and Exams Manager with the admissions process for new Y7's and external Y12 students.
- Support the Data and Exams Manager to administer the new Year 7 intake:
 - Staff & sibling checks
 - Address checking
 - Applications & acceptances
 - Load ATF and CTF's
 - Parental permissions
 - Student records
 - SIMS parent
- Support the Data and Exams Manager to administer In-Year admissions:
 - To work with the LA admissions team on the SEAM software for the in-year admission administration and the maintenance of the continued interest (CI) list.
 - Applications & acceptances
 - Load CTF's
 - Student records

- To maintain up to date knowledge of current legal requirements of all areas regarding data retention.
- Liaising with the system administrators for additional software packages which input and extract data from Arbor.
- To carry out the start and end of year procedures in Arbor include 'academic promotions'.
- Manage permissions in Arbor.

Trips & Extra Curricular related tasks

- To regularly review the impact and effectiveness of the trips and clubs programme, using data to inform future planning, including the development of a system to track equity of opportunities for students across the school.
- To act as a central point of communication and support for trip leaders and the EVC managing all communications internally and externally regarding trips.
- To manage the central booking and scheduling system including Evolve and internal processes for all extra-curricular activities and trips.
- To support staff in the planning and risk assessment process for trips, ensuring all documentation is completed accurately and submitted on time, liaising with the EVC/Deputy Headteacher where necessary.
- To work with the Deputy Headteacher and relevant staff to investigate the implementation of MIS migration for trips/clubs in readiness for 2026/27.
- To ensure all trips, visits, and extracurricular activities adhere strictly to Hitchin Girls' School's policies, local authority guidelines, and national health and safety regulations (e.g., OEAP guidelines).
- To provide guidance, training, and support to staff leading or assisting with trips and clubs.
- To conduct periodic reviews of staff-led clubs to ensure quality and adherence to school standards.
- Analysis of Extra Curricular participation.
- Collate and publish annual clubs timetable with termly updates
- To identify opportunities for new and innovative extra-curricular activities and educational visits that broaden student's horizons and skills.

Other Responsibilities

- To work closely with the Exams and Data Manager and Timetabler
- To undertake training and maintain a high level of knowledge and expertise in all areas required to complete the job.
- Responsibility for safeguarding and promoting the welfare of pupils.
- To ensure the health and safety and welfare of staff and visitors at all times.
- Such other duties may reasonably be required.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity. These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school.

February 2026

Curriculum Officer Person Specification

We are looking for someone who...

- Is able to demonstrate strong autonomy but is also an effective team member.
- Has excellent interpersonal and organisational skills.
- Has experience in, or is willing to learn how to timetable a secondary school curriculum
- Can interact well with students, staff and parents.
- Has strong IT skills - fluency in use of formulae and/or code in Excel/Sheets would be an advantage
- Has a strong working knowledge of Management Information Systems, Arbor would be ideal however training can be provided if not.
- Has excellent interpersonal and organisational skills.
- Has an excellent level of literacy and numeracy.
- Has excellent written and verbal communication skills.
- Can demonstrate a strong attention to detail, is well organised and is able to deliver to strict deadlines.
- Has a willingness to learn and a flexibility of approach to problems.
- Is willing to contribute to the broader life of the school.
- Is flexible to the needs of the school.
- Has a sense of humour.