



Recruitment Pack

Data and Information Officer

JULY 2026

Scale 5, Point 12-17

35 hours, TTO + 5 days.

Actual salary £23,736 - £25,748

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-73331>



Vision

To achieve academic excellence, develop character,
and raise aspirations for all at **Castle Hall Academy**



**Academic
Excellence**



**Develop
Character**



**Raising
Aspirations**

Key Drivers



Heart

Developing a
**strong moral
compass**



Mind

Developing our
**capacity to
think**



Communication

Communicating with
**people and cultures
outside of ourselves**

Mission

To become an academy
‘where hearts and minds connect’



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Data & Exams Team is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Data and Information Officer could be the job for you!



Paul Brook
Headteacher



Academic Excellence



Developing Character



Raising Aspiration

High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

**Work hard, be kind and follow staff
instructions - everybody, everyday**



Academic Excellence



Developing Character



Raising Aspiration

Job Description

Post: Data and Information Officer

Purpose

To provide high-quality support for the management, analysis, and reporting of data across the academy. The role ensures accurate, timely, and meaningful information is available to support effective decision-making, compliance, and school improvement.

Duties and Responsibilities

Data Administration:

- Maintain, update, and ensure the integrity of student, staff, and assessment data within the academy's MIS (e.g., Bromcom), SISRA Analytics, FFT Aspire, and related systems.
- Input, validate, and process data for statutory returns (e.g., School Census, Workforce Census) and other required submissions.
- Support the development and maintenance of marksheets, spreadsheets, and dashboards to track key performance indicators (attendance, attainment, progress).
- Assist with data imports, exports, and integrations between systems, including use of APIs where appropriate.
- Ensure compliance with data protection legislation (GDPR) and academy policies.

Reporting & Analysis:

- Produce regular data reports for leaders, teaching staff, and support the production of reports for governors, and external stakeholders.
- Analyse datasets to identify trends, anomalies, and areas for improvement, presenting findings clearly and accessibly.
- Support the creation and maintenance of data dashboards and visualisations to enhance data analysis across the academy.

Examinations Administration:

- Assist with the administration of internal and external examinations, including entry processes, timetabling, and results analysis.
- Support the distribution of results, manage queries, and administer re-mark requests.
- Co-ordinate and help lead in-year testing (e.g., literacy screening, reading tests).
- Work with the Admissions Officer to ensure efficient processing of new intake and in-year starters' data.

General Duties:

- Maintain confidentiality and comply with the academy's Equal Opportunities Policy.
- Ensure health and safety practices are followed.
- Undertake other duties as required by the Data & Exams Manager.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.



Person Specification

Post: Data and Information Officer

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Good level of general education (GCSE Grade C/4 or above in Maths and English). • Relevant qualification or equivalent experience. • Evidence of continuous professional development. 	<ul style="list-style-type: none"> • Qualification in a data, IT, or information management field. • Educated to degree level in a related field. 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Experience working with data systems, spreadsheets, and databases. • Strong ICT skills • A minimum of 2 years' experience in school administration. 	<ul style="list-style-type: none"> • Experience in using educational data systems (e.g., SIMS, SISRA Analytics, FFT Aspire). • Experience working in an educational setting 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Excellent organisational and time management skills. • Proficiency in using data management software and Microsoft Office Suite. • Ability to work under pressure and meet tight deadlines. • Strong communication skills, both written and verbal. • Ability to work collaboratively with staff at all levels. • Ability to maintain confidentiality and high level of accuracy. • Experience of providing excellent customer service • Experience in using schools MIS for administration 	<ul style="list-style-type: none"> • Experience in supporting attendance or admission processes in schools • Experience using Power BI for reporting and data visualisation • Familiarity with APIs or automated data integrations. 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • High level of accuracy and attention to detail. • Commitment to maintaining confidentiality. • Proactive and able to use initiative. • Flexible and adaptable approach to work. • Commitment to safeguarding and promoting the welfare of students. • Committed to equality of opportunity for all and making all members of the community feel valued and respected. • Act as a role model to staff and pupils. • Commitment to regular and ongoing professional development and training to establish outstanding practice. • High expectations for accountability and consistency. 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training • Ability to think clearly and remain calm 	<ul style="list-style-type: none"> • Application • Interview • References





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