



# The White Hills Park Trust

## *A Culture of Excellence*

**Job Description:** Trust Data Officer

**Location:** WHP Trust Admin Office, with some travel to Trust schools

**Salary Range:** NJE Grade 5 - £30,024 - £33,699

**Actual Salary:** £18,236.28 - £20,498.75

**Current contracted hours:** 25hrs per week / Term Time Only Plus 2 Weeks

### **GENERAL INFORMATION**

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

### **PURPOSE OF THE POST**

To support the Trust Schools and central team by collecting, processing, presenting and analysing education data, including parent reporting and management of assessment data using the Trust MIS

### **KEY AREAS:**

- Management of parent reporting processes across Primary, secondary and special schools
- Designing and implementing systems for data collection and presentation in line with individual school requirements using the Trust MIS
- Ongoing set up and maintenance of assessment marksheets templates across all Key Stages 1-5 using Trust MIS software
- The regular import and export of data to/from Trust MIS software, including from external testing software and data spreadsheets
- Provide guidance and support to schools on use of MIS, best practice and compliance with the Trust Data Framework
- To be an agile problem solver, able to independently find solutions to problems or new ideas using a variety of resources, including engaging with peers in the education data community
- Use of Microsoft software, including Word and Excel to an intermediate level
- Fielding and actioning general Data and MIS related enquiries and requests for support from the schools
- Support Data Manager with analysis of school data relating to assessment, attendance and behaviour, using advanced Excel and other software tools as required, for example Power Bi
- Support Exams Team as required during external exam season and with MIS related tasks.
- Support Trust schools with data related projects as directed by Trust leadership

## **Line Management**

The post does not have line management responsibilities.

## **General**

- Be aware of the Data Protection Act, GDPR and other legislation to ensure confidentiality of records and information.
- Ensuring all records are maintained in compliance with the Data Protection Act and GDPR legislation.

## **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

## **Continuing Professional Development**

- Reflection on own practice and private study and undertake any professional development necessary as identified in Trust Improvement Plan.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme
- Participation in appropriate in-service education programmes

## **Relationships**

To be responsible to:

- The CEO, with Line Management through the Trust Data Manager.

To co-operate with:

- Head Teachers
- Trust Senior Leadership Team
- The Board of Trustees/LGB's
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the Trust works in harmony with the community

This role is a Trust position, and the post holder may be required to hold a comparable post on another site within the Trust, if the situation arises.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in

specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.