



Reed's School Job Description  
**ASSISTANT DATA OFFICER**

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Context of the Role:</b>	<p>This is a key role in our Database team, and the role-holder will work closely with staff in all academic and support departments throughout the school.</p> <p>This role will report into the Database Manager.</p>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Assist the Database Manager in ensuring all databases and other data systems within the School are up to date.</li><li>• Assist the Database Manager in the preparation of relevant reports for different users.</li><li>• Respond to staff requests for data from the SIMS system.</li><li>• Assist teachers (and Senior and Middle leaders) in using data to raise student attainment and monitor behaviour.</li><li>• Support the Data Manager with management and maintenance of the SIMS system, ensuring all records are up to date.</li><li>• Support with the co-ordination of the submission of the student and staff workforce census.</li><li>• Aid with compiling and maintaining confidential student records.</li><li>• Assist with creation of pupil reports and the management of the assessment cycle across the academic year.</li><li>• Perform data analysis tasks efficiently and accurately as directed by the Database Manager.</li><li>• Support the Database Manager with the smooth transition from one academic year to the next with all sections of SIMS.</li><li>• Ensure that the Senior Leadership Team have up to</li></ul>

	<p>date documentation, including data dashboards and reports.</p> <ul style="list-style-type: none"> <li>• Create staff/student user accounts as appropriate.</li> <li>• Undertake any other duties which the Database Manager may require from time to time.</li> <li>• Promote the safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact with.</li> </ul>
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Reed's School Person Specification <b>ASSISTANT DATA OFFICER</b>		
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	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with/ managing a database.</li> <li>• Previous experience of working within a School environment.</li> <li>• Previous experience of Data Analysis within Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with/managing a SIMS database.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills.</li> <li>• Ability to communicate effectively to staff both verbally and in writing.</li> <li>• Excellent knowledge of Excel including pivot tables and advanced formulae.</li> <li>• Sound knowledge of general IT programmes and packages.</li> </ul>	
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Committed to the safeguarding and welfare of all pupils.</li> </ul>	