

Data Officer

Reporting to: Headteacher/ The Senior Leader with the responsibility for: data, assessment and reporting

Band: OLOL Band 4, SCP 11 - 17

Hours of Work: 22 Hours per week over 4 days, term time only plus 2 days (to be worked over August results period)

JOB DESCRIPTION

- To be recognised as the data expert within the school and be the lead contact for all staff with any data related queries or concerns.
- To maintain a high level of knowledge in relation to data software the school uses (currently Go4Schools, FFT, Arbor, and other systems) by attending workshops and training events as necessary, and by sharing ideas and practices with other data managers within the Trust and more widely via online forums. To adopt new/replacement software, as and when introduced.
- To lead and be responsible for the maintenance and production of accurate student data, ensuring this is presented clearly and can be analysed effectively.
- To manage all student data, including performance targets and exam results and ensure data such as timetable changes and attendance data is synchronising correctly. Where necessary, troubleshoot data support issues.
- To set up the academic year calendar, departments and subjects and maintain feed rules.
- To upload exam results, KS2/CAT4 data, GCSE points scores and to set targets based on these.
- Provide concise, timely and accurate reports for Senior and Middle Leaders on a routine or ad hoc basis.
- To provide guidance to curriculum leaders on the best practice for using software to track internal assessment data, setting up and updating marksheets as required.
- Set up and maintain reporting marksheets, reporting sessions and snapshots so that reports can be generated and distributed.
- Provide reports for staff as easy-to-use spreadsheets or other formats as deemed appropriate. Highlight insights for staff to help them identify areas of possible student improvement.
- Import GCSE and A Level results on exam days and generate reports.
- Transfer Sixth Form students' subjects and data from the school MIS into performance analysis software.
- Calculate and enter the average GCSE point score for internal and external students.
- Select the correct courses for students, enabling target grades to show.
- To provide support and/or training on data and systems for all staff, including new staff induction, as and when required.
- To be responsible for data made available to parents and carers online or in other formats, ensuring this is accurate, up to date and easy to understand.



- Report performance figures to staff, the Trust, the local authority, and other government agencies where appropriate.
- Work with the Assistant Head Teacher responsible for data to regularly review and seek improvements to the existing data systems, procedures and working practices.
- To ensure that reports on attainment, progress, attendance and examinations are produced for the school in a timely and efficient way.
- To be responsible to the Headteacher for the smooth running and administration of Arbor.
- To be responsible for statutory data returns, e.g. school census, FSM which are required through the year, ensuring strict deadlines are met.
- To ensure Key Stage 2 results are processed for pupils entering Year 7.
- To ensure the process of pupil travel claims.
- To oversee and maintain pupil records on Arbor and Go4Schools including all personal and assessment data.
- To cover reception during lunchtimes.
- Pupil destinations.
- Oversea destruction of electronic data in line with the Trust policy.
- To keep FSM records up to date and accurate.

Census

- Ensure accurate completion and submission of the School Census.
- To ensure that the system promotes accurately into the new academic year for the beginning of the school year.
- To maintain secure access permissions and the production of the school census.

Timetabling and Curriculum Management

- Import data into timetabling software for options choices in Y9.
- Maintain class rotations in the school MIS.
- Day-to-day amendments to the timetable, as indicated by SLT link.

Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	A minimum of 5 GCSEs at C grade or above (including Maths and English).		Application form
Experience	Previous experience of working with data and statistics. Expert knowledge and experience of working with databases, including advanced formulas to populate complex spreadsheets.	Previous experience of working in an education environment. <i>Note – although desirable, it is not essential for candidates to have education or school experience as training can be provided for the right applicant.</i>	Application Form/Task/Interview
Skills	A highly advanced knowledge of Excel (including logical formulas, look up formulas and conditional formatting).	Knowledge of other MS Office applications. Advanced knowledge of Go 4 Schools, Arbor <u>or</u> equivalent Information Management System.	Application Form /Task
Knowledge		Knowledge of school performance tables and key performance indicators for schools.	Application form/Interview
Management	Ability to manage own workload and prioritise accordingly. Ability to show initiative.		Application Form/Task/Interview /
Aptitude and Personal qualities	Excellent problem solving skills. Ability to work through complex data and provide a range of solutions. Be able to use initiative. Strong communication skills, adept at presenting complex data in an easily understood format. Ability to work under tight time constraints, whilst demonstrating a calm and professional manner.		Task/Interview

