



Moseley School  
and Sixth Form

# Data Officer



inspiring excellence in character and scholarship



# Moseley School and Sixth Form

Moseley School and Sixth Form  
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Headteacher: Mr A Bate BSc NPQH

Dear Colleague,

We are looking to recruit a Data Officer on a Permanent contract. We are looking for a new team member with the passion and enthusiasm to make a positive impact on the young people at our school. The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for our students.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff.

We welcome visitors to the school. Please contact [recruitment@moseley.bham.sch.uk](mailto:recruitment@moseley.bham.sch.uk) if you have any questions about the role or school and would like to arrange a visit.

**Your application must be received by 8.00am Monday 23<sup>rd</sup> February 2026**

**Please note: this advert will close early when sufficient applications are received**

Best wishes,

**Andrew Bate**  
**Head Teacher**



## Post information

**Post Title:** Data Officer

**Salary & Grade:** Grade 4, SP 23 £34,434 to SP31 £41,771 FTE

**Actual Salary:** Grade 4 SP23 £31,764, SP321 £38,533

**Contract Type:** Full time

**Contract Term:** Permanent

**Contract Start Date:** ASAP

**Working Time:** Term-time only, plus two weeks to be worked during GCE and GCSE summer results weeks

### Our perfect candidate will:

- Be experienced in school data management and understand the importance of data accuracy and compliance.
- Have strong ICT skills, particularly in Microsoft Excel and Power BI, with the ability to analyse and present data effectively.
- Be equipped with excellent interpersonal and organisational skills to collaborate across teams and meet deadlines.
- Demonstrate exceptional attention to detail and a proactive approach to problem-solving.
- Be able to interpret data strategically to support school improvement and inform leadership decisions.

### What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

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## Job Description

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### **Core Purpose:**

The Data Officer is responsible for ensuring the accuracy, integrity, and effective use of all student and school data to support teaching, learning, and strategic decision-making. This role oversees the collection, management, and analysis of data across key systems (such as MIS, assessment platforms, and statutory returns) to enable compliance with statutory requirements and provide actionable insights that drive school improvement. The postholder will work collaboratively with senior leaders, teaching staff, and administrative teams to ensure data is timely, reliable, and used effectively to enhance outcomes for pupils.

### **Duties and responsibilities.**

- Lead the operational use of data and systems throughout the school to effectively analyse data; identifying key trends and priority areas which will facilitate the raising of standards and performance across the school.
- Rigorously review and analyse management information and highly complex data to develop and propose recommendations for the Headteacher, Senior Leadership Team and Governing Body to guide strategy and priority initiatives which when implemented (whole school, curriculum and students) will facilitate improvements in standards.
- Manage the provision of key data to the Senior Leadership Team and the Teaching Staff to ensure they are equipped with accurate and timely information to inform and drive improvements in standards of performance.
- Promote the effective use of information systems throughout the school to promote improved standards of performance by leading, supporting and training stakeholders (e.g. Governing Body/SLT/HOFs/Teaching and Support Staff) in key areas eg. use of ASP/SISRA/Pupil Progress etc.
- Develop, maintain and co-ordinate all student assessment data, ensuring their accuracy, in order to inform student progress and support learning and teaching. This will require flexibility and commitment throughout the calendar year, dependent on the results "calendar" and in particular during August, when significant volume of analysis is required.
- Provide detailed, comprehensive and understandable verbal and written reports/analysis of data trends and complex/contentious data as required to advise and assist the Head teacher in reporting to Governors, Local Authority, and OFSTED inspectors in target setting and detailed analysis of school performance.



- Create and prepare complex strategic and operational data analysis for Curriculum Learning Leaders by key stage, year groups, teaching groups, community groups, as well as different groups of learners e.g. ethnicity, gender, SEN, Free School Meal, At Risk etc in an understandable format.
- Assist the Curriculum Officer, when required, to maintain/create the school timetable.
- Promote and develop the effective use of the MIS (SIMS & Edulink) within school, as a data management tool to monitor pupil progress and attendance, ensuring the required data and subsequent analysis can be input/extracted effectively.
- Design and generate regular and ad hoc reports to extract information from the MIS and other systems, this includes PowerBI reports to be used by the whole school community to better visualise the data we hold to make more informed decisions.
- Maintain a clear understanding of the Data Protection regulations (DPA2018 and GDPR) and the implications that they have for managing and protecting school data and help to ensure that the school complies with all applicable data protection regulations.
- Responsible for the accurate completion and submission of the relevant statistical data to external bodies, this will include but is not limited to: Annual Workforce Census, Pupil Census, Performance Tables checking.
- Oversee the Exams Coordinator and support with the practical running of all public and internal examinations during the season ensuring all pupils are present and invigilators are in place following the JCQ and examination board procedures.
- Line Management and appraisal of the Exams Coordinator and Data & Admin Assistant.

**While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**

**The post is on the Teachers' Pay Scale and therefore comes under the Teachers conditions of service.**

**Moseley School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the successful applicant.**

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.**

**An online search will be carried out as part of due diligence on all short-listed candidates.**

**References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.**



### Post Title: Data Officer

Attributes tested by Application, Interview, Task, Lesson and References

Qualifications & Experience	Essential E/ Desirable D	Method of assessment
<ul style="list-style-type: none"><li>• Educated to A level standard or equivalent.</li><li>• Degree level or equivalent qualification preferably in ICT, Computing or Maths related.</li><li>• Working knowledge of school assessment data and school accountability systems for secondary schools.</li><li>• Data analysis experience.</li><li>• Strong understanding of data protection principles including GDPR requirements.</li><li>• A high level of technical skill and ability in dealing with database queries, development of systems to automate processes, including a high level of skill in the use of MS Excel &amp; Power BI.</li><li>• Working knowledge of SIMS or other MIS systems.</li><li>• Experience of school, college or training setting.</li><li>• Knowledge of preparing and submitting census returns.</li></ul>	E D E E E E E E E D	A A A/I/T A/I/T A/I/T A/I/T A/I A/I A/I A/I
Skills and Abilities		
<ul style="list-style-type: none"><li>• Ability to analyse data, spot trends and to manipulate data to suit differing audience needs using differing software packages and/or Microsoft Excel.</li><li>• Time management and planning.</li><li>• Ability to work flexibly and quickly under pressure.</li><li>• Ability to work across multiple projects and deadlines.</li><li>• High standard of communication (verbal and written).</li></ul>	E E E E E	A/I/T A/I/T A/I/T A/I/T A/I/T
Other Attributes		
<ul style="list-style-type: none"><li>• Clear vision and moral purpose.</li><li>• Commitment to multi-cultural education.</li><li>• Optimistic, enthusiastic, and generous of spirit.</li><li>• Commitment to the safeguarding of children and young people.</li><li>• Resilience.</li><li>• Good judgement.</li><li>• Highly credible and lead by example.</li><li>• Evidence of ability to lead and work as a team member.</li><li>• Evidence of contributing to the wider life of a school through extra-curricular activities.</li><li>• Reflective practitioner.</li><li>• Ambitious and committed to own professional development.</li></ul>	E E E E E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview.  
References will be used to support the selection panel's assessment.



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