

Job Description

Job Title:	Data Officer
Grade:	Grade: H9, Scale point range: 28-31 Salary Range: £39,152 - 41,771(FTE) Pro Rata depending on hours and weeks worked
Hours/Weeks:	37 hours per week Working minimum 8.00am to 4.00pm (including half hour unpaid lunch break) 5 days per week 41 weeks which includes 38 weeks term time+5 INSET days+10 days
Contract Type:	Permanent
Responsibility for:	School Data
Reports To:	Senior Leadership with Data responsibility

Job Purpose:

- To maintain the data management systems.
- To be able to provide integral support to the academic functions of our school.
- To contribute to the overall ethos, work and aims of the Academy.

Data

- To oversee Academy data through the use of SIMS (next generation) and to ensure we have completed an accurate student census on time in October, January and May.
- To oversee student achievement, behaviour and attendance data through the management of Go4Schools.
- Ensure that data handling, reporting and analysis of pupil data identifies pupil performance and supports the cycle of school improvement, providing data and reports as requested.
- Support the maintenance of the school timetable, including staff and in-year student timetable changes and ensuring all staff and students have a timetable at the start of the academic year.
- To administer and manage the school pupil reporting procedures, including designing report templates, ensuring data entry is completed, production of reports and, on Go4Schools, supplementary documentation including letters, envelopes and explanatory notes.
- To maintain the SIMS (next generation) database.
- Student Level data.
- To ensure training for SIMS (next generation) /Go4Schools is provided when and where appropriate.
- To oversee SIMS (next generation) and Go4Schools.
- To maintain Staff user accounts in SIMS (next generation) and GO4S.
- To produce data to support the Academy's data review cycle.
- To assist in setting up targets in Go4Schools and downloading data from Keys for Success or FFT (Fischer Family Trust).
- To oversee Markbook in Go4Schools and to produce data as and when required.

- To manage and coordinate the production of all pupil reports including End of Key Stage, full reports and interim reports.
- To carry out KS4 and KS5 DFE Checking Exercise (September)
- To carry out KS4 DFE Checking Exercise (June)
- To produce Performance reports for Leadership and Staff.
- To administer end of year Pastoral & Academic promotion
- To administer start of year processes on SIMS (next generation)
- To administer start and end of year processes on GO4S
- To maintain Course Manager in SIMS (next generation)
- To have an overview of Nova T, Options, Cover, Exams Organiser, Admissions

Other Duties

- Attend INSET sessions and participate in meetings as necessary and appropriate.
- Invigilation as and when required.
- The accurate and punctual production of the Academy's census as well as ensuring the accuracy of student data on SIMS (next generation), Go4Schools and the Academy's reporting system.
- Attend and be involved in the planning of Open Evenings.
- Assisting Exams Officer during busy exam times if required
- Any other duties that may be required from Headteacher, School Business Manager and SLT

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)
Qualifications & Training	<ul style="list-style-type: none"> ● GCSE/CSE ● Proven on the job experience
Relevant Experience	<ul style="list-style-type: none"> ● Experience of working in a school setting ● Accurate inputting of data ● Experience in the use of SIMS (next generation) and Go4Schools
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> ● Excellent time management skills with ability to prioritise ● Excellent verbal and written communication skills ● Ability to be resourceful and proactive when issues arise ● Strong attention to detail ● Experience of computer generation, management, manipulation and secure retention of data, particularly through the use of and wide application of spreadsheets software. ● Knowledge and experience of MIS database systems ● Flexible working and ability to multitask ● Problem solving ● Experience of working to targets and deadlines ● Keen to develop the role
Personal Qualities	<ul style="list-style-type: none"> ● Polite and courteous ● Confidentiality & integrity is integral ● Professional attitude and appearance ● Efficient, organised and meticulous ● Problem-solving and creativity to deal with changing/conflicting deadlines and priorities