



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

Data Officer



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The Forest Academy

Data Officer

£20,084 - £28,555

36 hours per week, 46.53 weeks per year

Closing date: 31 January 2018

We are looking to appoint an experienced, well-organised, enthusiastic and highly effective Data Officer for this good and rapidly improving Academy. You will be responsible for the collection, organisation, input, analysis, presentation and distribution of data relating to pupil attainment and progress.

This is a fantastic opportunity for a new IT graduate or existing Data Officer to join our friendly team. The Data Officer will work closely with a member of the Senior Leadership Team and will be required to monitor, update and analyse the school's attainment and progress tracking and reporting systems. The school currently uses SIMS, SISRA and ALPs software packages. Experience of using these analytical tools would be an advantage but is not essential as excellent training and support are available.

You will have:

- A good knowledge and experience of administrative procedures.
- The knowledge and ability to use SIMS/Assessment Officer.
- An excellent level of IT skill (including MS Office applications and the internet).
- Experience in, and/or a commitment to, working with young people.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

Further information and an application form can be found at www.bealhighschool.co.uk Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk **Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.**

Data Officer

Purpose of role

Management of the school's assessment data and related aspects of student data, through the school's Management Information System (SIMS).

To be responsible for all aspects of external performance data (including the checking, submission, interpretation and reporting) in liaison with the SLT member responsible.

To be responsible for all aspects of internal performance data (including the recording, production and reporting of information as required). In liaison with a member of the SLT.

To keep relevant staff, leadership and Governors fully briefed on important aspects of data and to champion this area throughout the school.

To promote the school's Mission Statement and to work to establish the values and vision it expresses in all aspects of the school's work.

General duties and responsibilities

- Planning and setting up systems to collect, analyse and report attainment and progress data.
 - Creating mark sheets in SIMS and ensuring readiness for data drop times as indicated on the school calendar.
 - Preparing SIMS for the collection and analysis of external examination results.
 - Supporting departments with their assessment and data systems.
 - Organising and managing student data.
- Analyse attainment and progress data at key times in the academic year
 - Process subject analysis using data in SIMS.
 - Analysing the performance of different groups and cohorts
 - Identify groups needing interventions and explore links
 - Use data to help identify students for Gifted and Talented and SEN registers.
 - Use data to search for trends.
 - Present findings in a variety of ways to different audiences.
 - Extract data to other analysis software (SISRA/ALPS) when relevant.
 - Provide a summative analysis of attainment and progress of key groups and cohorts to Key Stage Leaders after every interim.
 - Produce individual student progress summaries for the purpose of reporting to parents at relevant points throughout academic year.
 - Production of results slips for individual students for Pre Public Examination results days, including any previously attained qualifications.
- To create a full, in depth analysis of summer external Exam results for both GCSE and Post16.
- To provide summative analysis and reports in line with standard best practice for SLT, Governors and Ofsted, the school website and other publications.
- Compile, analyse and produce regular and summative reports for other specific aspects of data e.g. behaviour, effort etc.
- To collate, analyse and make available Year 6 transition data.
- To undertake other associated administrative tasks relevant to the post.
- To work to deadlines set.

- To keep abreast of developments in 11-19 education and the corresponding changes in qualifications and assessment.
- To work in accordance with the school's aims and policies which are designed to provide an appropriate education for all students and encourage individuals to high personal achievement.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

Data Officer: Person Specification

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. NVQ 3 or equivalent qualification	D	A/I/R
2. Level 2 qualification(Grade C or above) in English, Maths or equivalent	E	A/I/R
Knowledge/Skills/Experience		
3. ICT skills and knowledge of other specialist equipment/resources and good typewriting skills	E	A/I/R
4. Proficient in Word and Excel	E	A/I
5. Excellent customer service skills	E	A/I
6. Excellent time management and organisation skills	E	A/I
7. Excellent written English and effective communication skills	E	A/I
8. Strong interpersonal skills	E	A/I
9. Ability to deal tactfully and confidently with people at all levels	E	A/I
10. Experience of undertaking a wide range of clerical, administrative and general duties.	E	A/I
11. Knowledge of MIS (specifically SIMs).	D	A/I
12. High level of accuracy	E	A/I
13. Able to work to deadlines	E	I/R
14. Meticulous attention to detail	E	A/I/R
15. Ability to learn fast on the job	E	A/R
Attributes		
16. Reliable, respectful, responsible & conscientious approach	E	A/I/R
17. Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	A/I
18. Establish and maintain appropriate relationships	E	A/I/R
19. Integrity and confidentiality to be maintained at all times	E	A/I/R

20. High level of initiative and ability to work independently or as part of a team with a range of staff	E	A/I/R
21. Able to work effectively in a team and contribute to its success	E	A/I/R
22. Able to remain calm and composed under pressure and work to deadlines	E	A/I/R
23. Logical thinker who can use their own initiative	E	A/I/R

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