

Information Pack

Systems & Data Officer

Responsible to:	Member of SLT
Start date:	ASAP
Salary:	£21,000 - £28,000 pro rata (depending on experience) this could increase for an exceptional candidate
Benefits Include:	Flexi days off during term time, Private Health Care
Status:	Permanent
Days and Hours:	37.5 hours per week, term time only plus three weeks (42 weeks)
Closing date:	Sunday 18th February The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

About the school

At Compass School we believe **that “everyone in the Compass School Community will confidently reach the destination to which they aspire”**. This applies to everyone, including our staff team. Our four values of aspiration, integrity, exploration and resilience are reflected in all areas of the school and our work. We are extremely passionate about ensuring that our students meet the challenging targets that we set for them, and we strive to be outstanding and innovative practitioners ourselves.

Compass School has applied to join the prestigious City of London Family of Schools sponsored by the City of London and are already engaged in partnership work with the trust on a number of levels. The City of London family is not only the top ranking multi-academy trust in the country, but through the City heritage and values, brings opportunities through the Guilds and Livery Companies that serve as an aspirational bridge for our community.

Will you join us in reaching our aspirations?

If you share our values, have an entrepreneurial spirit, and are excited by the prospect of making a real contribution to a new and growing school, we want to hear from you.

About Compass School

Compass School Southwark is a four-form entry, mixed, 11-16 free school that opened in September 2013. Founded by a varied and experienced group of Trustees, the school will grow to offer an exceptional education to 600 young people in the heart of Bermondsey by September 2021 when it will move into a new state-of-the-art building on its current site. We are ideally located, just a short walk from Bermondsey Tube Station.

Benefits of working at Compass School

We offer competitive inner London salaries on our own pay scale, and reward great teachers with our performance related pay scheme. All staff receive laptops and an annual entitlement to high quality CPD, along with the opportunity to take flexible days off when needed. We also operate a subsidised health care scheme for those who wish to participate, and other work related benefits such as cycle to work and childcare voucher schemes.

For further information about the school and the Trust, please go to www.compass-schools.com.

If you have any questions, contact us at recruitment@compass-schools.com or 0203 542 6506.

Compass Schools Trust is committed to safeguarding children and all appointments will require an enhanced DBS check.

Job Description

Role summary

We are now looking for a Systems & Data Officer who will be responsible for the school data systems and lead the examinations and assessment processes across the school.

The successful candidate will be responsible for the integrity and analysis of data, as well as the administration, organisation and smooth running of internal and external examinations. They will ensure the integrity and security of exams is maintained to the highest standard and be responsible for the delivery and management of student data.

Internal Systems Management

Manage the data processes and analyse relevant data in relation to internal assessments by:

- Maintaining the integrity of the school's management information system.
- Arrange cover for teaching staff absences, contacting recruitment agencies where required and ensuring that timetables are therefore updated on the school MIS
- Record all staff absences on the school MIS
- Oversee the accurate collation of data to enable internal and external reporting obligations to be met in timely and accurate manner.
- Printing and producing reports plus any ad hoc requests from SLT.
- Producing results analysis using SISRA and other software packages
- Assist with ensuring all data stored about students is kept accurate and up to date, as well as being accessible on a variety of media, (including VIVO miles, Show my homework, SQUID)
- Ensure that data for all secondary school admission data is collected and recorded in a timely manner
- Pro-active monitoring of attendance statistics to ensure that any changes are quickly and appropriately addressed.
- Co-ordinate and prepare student reports
- To use computerised management information system (Arbor/SIMS) and paper based filing system to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. A compilation of reports are required and strong Microsoft Excel proficiency is essential.
- Resolve day to day problems with Arbor/SIMS/Excel/Sisra and have the ability to deal sympathetically with colleagues who may have less advanced IT skills.
- Any other data task commensurate with the role.

Examination Administration

Ensure the administration of internal and external examinations in order to ensure entries are made properly and fully according to statutory and examination board requirements.

This will include but will not be limited to:

- Responsibility for examination entries for external exams to the examination boards for public exams: KS3, GCSE.
- Ensuring that staff, students and parents are kept fully informed with regard to examination regulations, students' timetables and producing guidelines.
- Organising arrangements with the awarding bodies for SEND candidates in conjunction with the Senior Leader of Inclusion.
- Responsible for co-ordinating the internal and external exam invigilator team to run the exams according to the agreed timescales and JCQ regulations.
- To administer the post result process when the centre is notified and undertake an analysis of examination results.

- To manage JCQ inspections and, in consultation with the Director of Standards, ensure that all policies and procedures are kept up-to-date.
- Maintain the security and integrity of exam papers at all times; before, during and after the examination, including the collection of papers, scripts and controlled assessments.
- To disseminate information about public exams to staff, students and their parents so they are fully informed at all times.
- To deal with complaints and queries about public examinations and liaise effectively with examination boards and other external bodies.

External Examination Data Management

Manage the data processes and analyse relevant data in relation to external examinations in order to ensure the school has access to management information for effective decision making by:

- Ensuring that base data from the examination boards is kept up to date.
- Ensuring the examinations module in the school MIS is kept up to date, and data inputted is accurate.
- Producing data for results analysis.

Hours of work

It is envisaged that your hours of work will be 7.5 hours per day. However during exam periods it is envisaged that the length of your days will change to accommodate the smooth running of the exams. There will be some flexibility to accommodate this.

All members of the Compass School staff are expected to:

- Support the Principal and Trustees in delivering the educational vision of the Compass Schools Trust
- Work towards and support the school vision and objectives outlined in the school development plan
- Communicate Compass Schools Trust values, aims, policies and plans to staff, students and parents
- Actively foster the ethos and values of the school
- Build an expectation of high achievement for all
- Help to create the best environment to promote and secure the achievement of students and staff
- Have a sense of Corporate Responsibility for the outcomes of pupils at Compass School Southwark
- Comply with and support at all times the school's policies and procedures on safeguarding
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Uphold and enhance the school's reputation by ensure positive, courteous relations with students, parents, colleagues and other stakeholders
- Be willing to go above and beyond expected levels of commitment to ensure the success of the school
- Be proactive in ensuring appropriate allocation of resources, and evaluate against outcomes
- Undertake other reasonable duties related to the role as required from time to time
- Develop and encourage good relations between the school and the local and wider community
- Work closely with other schools, locally, nationally and internationally
- Represent the school at marketing and other external events
- Engage actively in professional development for yourself and colleagues

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a

comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

Person Specification

Experience	
Essential	Desirable
<ul style="list-style-type: none"> Models high standards of professional conduct Experience in administration Experience in a similar type of role 	<ul style="list-style-type: none"> Experience of working in an educational environment Experience of working with young people from challenging backgrounds Experience of managing budgets
Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Qualified to degree level or equivalent 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> Excellent command of written and spoken English Possess strong communication skills and maintain a professional approach Extensive working knowledge of all Microsoft packages (Word, Excel, PowerPoint and Outlook) Good attention to detail Good knowledge of using the internet The ability to work under pressure Excellent organisational and time-management skills Ability to manage and manipulate data Ability to adapt to a challenging and ever-changing workload Acts with integrity and fairness Must be presentable, punctual and willing to help out when required Keen to get involved in wider school life Desire to go "above and beyond" in improving outcomes for young people in the local community Commitment to CPD; seeks feedback and acts upon it Experience of working collaboratively with other areas Ability to work effectively, using own initiative, and as part of a team 	<ul style="list-style-type: none"> Entrepreneurial spirit and ability think innovatively and creatively A knowledge of school management information systems Experience of using SIMS and Arbor at an advanced level

NOTE: This post is subject to an enhanced DBS check.