# Dragonfly Education Trust

**Job Title:** Data Officer

**Responsible to:** Information Systems Leader

**Responsible for:** N/A

**Hours of Work:**  37 hours per week,

Monday - Thursday 8.30 am – 4.30 pm, Fri 8.30 am – 4.00 pm

**Purpose of Job:** To contribute to the management of the school’s data by facilitating the effective development, maintenance and support of information systems within the school

**Principal Accountabilities and Standards**

* Identify, develop and continually improve school data systems for maximum utilisation
* Maintain and analyse student data to accurately inform the SLT
* Validate the accuracy of data

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### Main Duties & Responsibilities

Working with the Information Systems Leader:

* Maintain, manage and analyse student data relating to target setting, progress and performance
* Liaise with the Exams Officer in the transfer and analysis of all examination results at all Key Stages
* Administer the database relating to the production of pupil reports and advise staff on its use as required
* Liaise with Capita and BANES Help Desk in order to upgrade and troubleshoot programmes
* Maintain and manage the accuracy of all student information on the SIMS Database
* Manage staff logins and access rights to school data systems
* Maintain student timetables
* Liaise with the exams officer to ensure that post 16 course information is maintained accurately in SIMS
* Liaise with the admissions officer to ensure all in-Year admissions and transfers are maintained in SIMS
* Ensure that student data is appropriately and accurately incorporated into the school’s parent portal
* Provide training and support to school staff in the use of the information systems

### General

* Promote equal opportunities and diversity
* Actively engage in the school’s appraisal process
* Attend all support staff meetings
* Attend all training courses as directed by the line manager
* Maintain discretionary confidentiality according to organisation and legal requirements
* Contribute to the protection of children as appropriate, in accordance with any agreed policies and guidelines, and to report any issues or concerns
* Play an active and positive role in the life of the school, sharing its aims and objectives

This list is intended as a guide and is not exhaustive. The post holder is expected to be flexible and adaptable, and to undertake the duties commensurate within the range and grade of the post or any other reasonable request.

**Dragonfly Education Trust 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 Disclosure Barring Service Certificate is required for this post prior to commencement.**

**Person Specification**

The post holder would be expected to possess these attributes:

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| **Essential** |
| L3 qualification in ICT or proven ICT ability at this level |
| L2 qualifications in English and Maths |
| Proven experience of manipulating and analysing statistics utilising ICT |
| Excellent ICT skills especially in Microsoft Excel |
| Clear understanding of the principles of data protection |
| Organised and has the capacity to engage with large scale tasks in a logical and methodical manner. |
| Excellent accuracy and attention to detail |
| Explains complex information in simple, clear terms to non-IT personnel |
| Responds to customer requests quickly and professionally |
| Tactfully and diplomatically manages customer expectations |
| Responds enthusiastically to and remains calm in a demanding and busy environment |
| Remains positive and uses initiative to overcome problems |
| Ability to re-prioritise tasks at short notice to respond to urgent demands and meet deadlines  |
| Actively contribute to the success of the team |
| Approachable and friendly  |
| Continually self develops skills and knowledge |
| **Desirable** |
| Degree in relevant discipline or equivalent experience |
| Experience of working in a busy office environment |
| Previous experience of working in a school environment |
| Knowledge of SIMS software |
| Working knowledge and understanding of the national curriculum |
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