JOB DESCRIPTION: DATA OFFICER – EBBSFLEET ACADEMY

# HOURS: 37 hours, Term Time only, plus 9 days

**REPORTING TO: Vice Principal**

# GRADE: Kent Range 6

**JOB PURPOSE**

Using systems implemented by the Trust to undertake all aspects of data management and analysis within the Academy.

# ACCOUNTABILITIES

**Data**

* Maintenance of the student database (currently SIMs) in accordance with best practice, ensuring the system is fit for purpose and up-to-date
* Liaising with appropriate departments to obtain current information in areas such as SEND, free school meals, medical and contact details; and up-dating the system accordingly
* System administration associated with admissions (new intake and casual)
* Ensuring KS2 data is obtained in a timely manner for new intake
* System administration of free school meals
* Conduct regular audits of the database, in particular prior to the completion of the student census
* Maintenance of course manager
* Write and maintain the timetable under the direction of allocated member of SLT
* Produce student census, liaising with appropriate staff in order to authorise the return
* Liaise with specialist staff and respond to their requests for system changes, such as adding behaviour types and modifying teaching staff records for cover
* Maintenance of behaviour management system

# Assessment

* Maintain and continue the systems placed by the Trust/Academy
* Present data in an agreed format as required by the data calendar
* Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems
* Production and distribution of student progress reports

# General

* Act as the first point of contact for all data related enquiries in the Academy, referring complex requests or points of issue to the Trust for consideration
* Create and run basic bespoke reports as required by stakeholders.
* Maintain an awareness of legislation and software up-dates that require the collection of additional information
* Manage own workload
* Undertake training and development activities as required
* To travel to other academies providing support where needed as directed by Line Manager
* Any other duty as required by the Line Manager commensurate with the post.

# Organisational Citizenship

* + Ensure personal conduct is professional, compassionate and courteous.
  + Maintain own knowledge of Trust and Academy policies, and act in accordance with these
  + Engage with the Leigh Academies Trust appraisal process, in particular how your own role contributes to the vision for the Trust and your Academy
  + Seek opportunities for Continued Professional Development and suggest those that may benefit others in the organisation

# PERSON SPECIFICATION

**Data Assistant for Ebbsfleet Academy**

**Key:** The following Key shows at which stage each criterion needs to be evidenced.

(A) = Application Form, (I) = Interview, (T) = Task / Assessment Centre

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| **Attributes** | **Essential** | **Desirable** |
| Qualifications/Experience | * English & Maths GCSE or equivalent at C or above (A) * Use of ICT systems and software, particularly Excel (A & T) * Previous administrative experience or if a school leaver, an understanding of administrative support roles (A   & I) | * Degree (A) * Use of SIM.net modules, such as Assessment Manager (A & T) * Previous experience in a Data/Analyst role (A) |
| Knowledge/Skills | * Ability to analyse data (I & T) * Ability to present data in a clear and concise manner for a range of audiences | * Exposure to data in an educational setting (A) |
| Personal qualities | * Initiative (I) * Effective in fostering relationships with a wide range of people (I) * Organisational skills (I) * Written and oral communication skills (I) | * Ability to motivate or persuade others (I) |
| Other requirements | * Committed to safeguarding and promoting the welfare of young people * Full understanding of confidentiality and data protection (I) | * Willing and able to travel to other academies within the Trust (I) |