



Job Role: Data Officer

Job Purpose: The purpose of the Data Officer is to drive a data culture forward within the school and coordinate and administer the efficient running of Earlscliffe's academic information management systems (ISAMS). Attention to detail, a high level of accuracy and the ability to work independently are required.

Key Responsibilities:

- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the School's existing information management infrastructure (systems include but are not limited to: iSAMS, Google, Power BI, Microsoft)
- Act as key liaison between academic staff and the IT Department to facilitate the above
- Make recommendations to inform decision-making and improve student performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance, self-evaluation and staff performance management and professional development
- In liaison with the Deputy Head, assist with critical updates of the academic timetables throughout the year for example, transition, option cycles and staff and student changes.
- Produce and maintain of SQL Server Reporting Services (SSRS) reports for use from within iSAMS.

Data analysis and reporting to other departments

- Produce reports using assessment data to assist Leadership Teams and teaching staff to track student progress (input where necessary; organisation; reporting to interested parties; help ensure data entered on time and completed by teachers)
- Produce reports for the Academic team to facilitate a full analysis of the results of report grades and public examinations
- Ad hoc requests for data and/or analysis

Management of Reporting, CEM data and associated responsibilities

- Design and set up report cycle templates for data collection and analysis of data in addition to creating templates for each reporting session
- Set up complex formulae for analysing student performance and confidential staff curriculum targets
- Liaise with CEM for all school data requirements
- Import CEM Centre data assessment scores.
- Develop and maintain target data from GL Assessments, CAT4, entrance exams, including the appropriate use of regression data

- Submit returns to the CEM regarding entries, examination results and baseline testing
- Ensure the integrity of the data stored within iSAMS
- Work closely with the IT support staff to ensure the smooth running of data systems.

Additional Roles:

- Assist the Examinations Officer and the Senior Leadership team, as requested
- Liaise with the IT Technician regarding all technical aspects of the School's iSAMS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, troubleshooting issues.

Professional Development

- In consultation with Senior Leadership, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills.
- Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences.

Culture and Communication

- Attend meetings as required
- Organise and prioritise the processing of assessment data in line with the school calendar to ensure the timely flow of relevant information.
- Develop constructive relationships and communicate effectively to all levels of users as well as with external agencies/professionals.

Policy and Planning

- Contribute to the implementation and compliance of data protection policies as it relates to iSAMS
- Work with the Senior Leadership Team – Academic and Pastoral in setting clear and workable deadlines for data collection and to meet all deadlines
- Provide feedback on integrations between systems.

Person Specification

- Qualifications in the subject specialism, or an in-depth knowledge and substantial experience in the subject area
- Effective oral and written communication, numeracy and interpersonal qualifications & skills to communicate effectively with staff and students alike
- A commitment and ability to comply with Equality & Diversity, Health & Safety policies, etc.

Other duties

Undertake other duties of an appropriate level and nature as and when requested by the Senior Leadership Team.

Document custom databases, software, and procedures.