

## JOB DESCRIPTION

<b>Job Title:</b> Data Support Officer	<b>Reporting to:</b> Trust Data Manager
<b>Location:</b> Arena Academy	<b>Annual salary:</b> Grade 3b – Point 16-22
<b>Contract type:</b> Permanent	<b>Hours of work:</b> Monday – Friday 37.5 hours per week

### Job Purpose and Responsibilities

- To work with the Trust Data Manager to undertake all aspects of data management within the Academy.
- 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, medical and contact details; and updating the system accordingly.
- System administration associated with admissions/intake.
- Conduct regular audits of the database, ensuring data is current and complete.
- Support the Academy in the maintenance of the timetable.
- 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.
- Maintain the systems put into place by the Data Manager.
- Present data in an agreed format as required by the data calendar.
- Inform the Data Manager if there are any Academy deadlines that may impact on data production.
- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems to the Data Manager for their consideration.
- Production and distribution of student progress reports.
- Act as the first point of contact for all data-related enquiries in the Academy, referring complex requests or points of issue to the Data Manager.
- Create and run basic bespoke reports as required by stakeholders, referring complex requests to the Data Manager.
- Maintain an awareness of legislation and software up-dates that require the collection of additional information.

- Manage own workload raising issues with Data Manager.
- Undertake training and development activities as required.
- To travel to other academies providing support where needed as directed by the Data Manager.
- Maintain knowledge of Trust and Academy policies, and act in accordance with these.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

### **Special Conditions of Employment Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Equality and Diversity**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

Job Description Reviewed on:	
Job Description Reviewed by:	