

## Data Officer – Job Description

**Grade:** NJC SO1 point 23

**Post:** Data Officer

**Role Purpose:** In the first instance, to assist in the migration of all student data from our current MIS (Progresso) to a new MIS.

Thereafter, to assist the Data Manger in the collection and analysis of data (to include termly assessment data and Statutory School Pupil Census Returns) ensuring the integrity of this data. Support the School in management and use of Data.

To contribute to the smooth running of the Data support team working closely with the Curriculum manager, Media resources and Exams teams.

**Reporting to:** Data manager and Deputy Headteacher

**Skills:** The ideal candidate should have an eye for detail and a working knowledge of databases and Excel. They should be a team player with good organisational and administrative skills who can work to deadlines. Moreover, they should have superb interpersonal skills with excellent written and spoken English.

### Key Accountabilities:

- Maintaining/updating the school databases.
- Ensuring new students need to be enrolled into classes and provided with their personal printed timetable.
- Creating User accounts giving new teachers, TAs and other staff access to the MIS allocating relevant access rights and to assist supporting all staff in using the MIS by responding to queries and requests for support.
- Help with the Termly assessment data collection
- Assist with School Pupil Census returns.
- Assist in collection and correction of MIS data for DfE Census returns and returns to other external agencies
- To assist the Examinations Officer with the administration and management of public/internal examinations, in accordance with the regulations of Awarding Bodies

### Other Duties:

- Help manage the Annual Progression process when the next academic year is set up using the school calendar as a guide.
- Responsible for setting up and maintaining an archive of prior attainment, reports and historical data as well as conducting specific download requests for data as part of the continual programme of data accessibility.
- Help and assist to design and set up new reports.
- Support the Examinations team and deputising for the Exams officer. Primary Responsibilities regarding examination role include: To assist with entries for examinations

to the examination boards and the distribution of pupil examination timetables and statements of entry. To assist with accurate monitoring and security of confidential public examination papers. To be present on the days the school is notified of results and on the days students collect their results and to assist with the receipt and communication of results.

**Culture:**

- **To be committed to safeguarding and promote the welfare of Children, young people and adults raising concerns as appropriate.**
- **Responsible for the Health & Safety, security and welfare of self and colleagues in accordance with QPCS policies and procedures, reporting all concerns to an appropriate person.**
- **Responsible for working in accordance with QPCS policy relating to the promotion of Equality Diversity and Inclusivity**

**Undertake any duties appropriate to the grade of the post as requested by the head teacher.**

*The duties of this post may vary from time to time without changing the general character of the post or the general responsibility involved.*