



The Acorns School

Job Description – Data and Timetable Officer

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminal Records Bureau, or has been disqualified from working with children as part of a sentence.

Post title: Data and Timetable Officer					
Directorate: CYP Schools			Location	The Acorns School, Ormskirk	
Establishment or team:		School Business Office		Post number:	
Grade:	Grade 7	Staff responsibility:	Yes	Essential Car user:	No

Scope of Work – appropriate for this post:

- Responsible for all aspects of the day-to-day management of management information systems (SIMS and Class Charts), including inputting, analysing and reporting of data
- To assist with the preparation of reports using a wide range of data sources, including the analysis of pupil achievement data to inform SLT.
- To assist with recording and reporting of attendance data.
- Produce staff and pupil timetables for the beginning of each academic year and then update as required throughout the year.

Accountabilities/Responsibilities – appropriate for this post:

Administrative/Teacher/Pupil Support

- Ensure timely circulation of timetables to staff and pupils and respond to related enquiries through the year.
- Manage the school's management information systems, troubleshooting any issues when required.
- Provide data to school partners when required, including census and redetermination data.
- Provide appropriate staff training and guidance in the use of the school's management information systems.
- Support SLT with appropriate data-related tasks when required.

- Provide analysis of examination results for staff and governors at all levels
- Any other duties commensurate with the role.

General Duties

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

Additional Information:

Prepared by:

Joanne Hodson

Date:

24.4.23

PERSON SPECIFICATION FORM

Job Title: Data and Timetable Officer		Grade: 5
Directorate for Children and Young People		Post Number:
Establishment/Team: The Acorns School		
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), Other (specify)
Qualifications		
Educated to Grade C/4 or above (or equivalent in English and Maths)	E	AF
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	AF
Experience		
Previous experience of working with and interpreting data	E	AF/I/R
Awareness of data protection legislation	E	AF/I/R
Successful experience of working in a school environment	D	AF/R
Working knowledge of SIMs and/or Class Charts	D	AF/I/R
Knowledge/skills/abilities		
Establish successful relationships at all levels and have good communication skills both verbal and written	E	AF/I/R
Ability to work within a team	E	AF/I/R
Ability to efficiently manage and prioritise workloads	E	I
High attention to detail with accountability for accuracy	E	I
Well organised, proactive and able to thrive under pressure.	E	AF/I
Other (include special requirements)		

1. Commitment to Equality & Diversity		E	I
2. Commitment to Health & Safety			
Prepared by:	The Headteacher	Date:	25.4.23
Note: We will always consider references before confirming an offer in writing.			