



## **Job Description: Data Officer (with responsibility for attendance and admissions data)**

**Reports to:** Vice Principal

### **The Role**

To support the collation, analysis and reporting of attendance/behaviour data to support the leadership team in effective decision making.

To maintain accurate and complete personal details for our students, ensuring that the information kept is complete, accurate and confidential.

To liaise with key staff in both Primary and Secondary phases of the all through Academy

### **Key responsibilities**

- Ensure all administration relating to daily and ongoing attendance analysis is undertaken efficiently and appropriately to support the smooth running of the school.
- Ensure accurate record keeping, including the daily updating of attendance codes to ensure that students' personal attendance data is accurate and up to date.
- Analyse attendance and behaviour data as specified by the leadership team, including the identification and correction of any errors or gaps in student data.
- Manage the input, output and accuracy of data within Bromcom, including attendance, behaviour, reporting, admissions/leavers, exclusions and student details.
- Communicate effectively with members of staff to provide readily accessible and well-formatted student data, to enable them to perform their roles effectively.
- Manage automatic communication processes with parents, including the preparing and sending of texts and letters as specified by the leadership team.
- Co-ordinate the Spotlight process within school, including management and analysis of data, communication with parents, and other duties as specified by the leadership team.

- Ensure all administration relating to school admissions is undertaken efficiently and appropriately.
- Liaise with the local authority admissions team to maintain effective and efficient communication flow.
- Ensure that the school's management information systems are kept up to date with all admissions information.
- Ensure the induction of all new students in both schools is well planned, appropriately documented and liaise with the appropriate pastoral staff.
- Provide accurate and timely statutory data returns to Ark Schools, the governing bodies, DfE and local authority (and any other recognised external bodies).

### **Academy Culture**

- Support and contribute to a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships between staff and students.

### **Other**

- Undertake training and development relevant to the post, in line with the academy's priorities.
- Undertake any other reasonable duties commensurate with the grade as directed by the line manager or the Principal.
- Ensure that working practices comply with the Academy's Health and Safety policy.