Job Description: Data Officer

Job Title:	Secondary School Data Officer
Job Purpose:	The Data Officer is responsible for the overall consistency, accuracy, integrity and security of academic data. The Data Officer is responsible for supporting the attendance and welfare of students.
Reporting to:	Head of Secondary
Qualifications and experience: (For further information refer to the person specification)	Bachelor's Degree Minimum Three years of experience using a Management Information System (MIS) system (preferably one linked to a school) Excellent proficiency in English (written and spoken) Have advanced excel skills Have the ability to present information in a clear and understandable format
MAIN (CORE) DUTIES	**Responsibilities** **Developing the schools' use of its data (Engage) to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible.** o Responsibility for the development and management of the school MIS and its functions. o To provide support and training for all other administrative users of Engage to ensure that they follow protocol and procedures in their use of Engage and their entering and maintenance of students and staff data sets. o To work alongside the school IT Director in ensuring updates to Engage are planned and implemented correctly and without risk of data integrity being jeopardised

Administering the schools MIS (Engage), identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance.

o To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies.

o Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required.

o Create and print interim assessment point reports for parents as part of the school assessment cycle and as required.

o Collate and upload admissions data, primarily for those joining in subsequent Year 7 but also for in year joiners as required

Working with the Secondary Deputy Head (Academic) responsible for data in developing and managing the school assessment data, target setting and associated data packages (SISRA), as well as assessment too (GL assessments) supporting the creation and day to day management of the school timetable and class data.

o Work with staff and the Secondary Deputy Head

(Academic) (Data and Timetable) to develop staff use and understanding of (package) reports to inform intervention both at subject, year and class teacher level.

o Ensure the school data package is efficient and up to date, to create, modify and delete users as required.

o Ensure assessment point data is taken from Engage and is imported into

SISRA/School BI to create and provide summary and individual student reports on progress across all aspects of the curriculum and cohorts as required by Senior and Middle Leaders.

o Support staff in the effective use of GL assessments and CATs exams and data to inform target setting and setting of students

o Create tracking sheets for a number of stakeholders that show the varying progress of students across the school at student, department and school level.

o Support with the monitoring and updating of sheets that track key students, such as pupil premium.

o Import relevant achievement data on students (such as KS2 scores).

Working with the Inclusion Leader to ensure the Inclusion Register is updated and reconciled with Engage.

Ensuring that the school meets the data protection (like GDPR) requirements.
o Keep both new staff and parents of new students informed on what specific data is held by the school, why it is held and where.
o Ensure stored data is relevant to the schools requirements and limited to what is necessary.
o Ensure that data changes are updated accurately, timely and removed when no longer required.
o To acknowledge and deal with any Subject access requests within the specified timescale.
o Any data breaches by staff to be reported to the Data Officer who will report to the IT Director within 72 hours.

Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.
o To ensure that all school census data is completed accurately and in a timely manner.

Managing the tracking of data directed by leadership and
working with a range of staff to develop the most effective use of ICT based tool to record and report on a range of data sets; to include:
o Behaviour data
o Attendance data

Where required support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.
o Support the central recording of student assessments and target-setting.
o Support the exams officer in the setting up of exams if required using the Engage software to administer student data for national tests; public examinations and internal school examinations.

Work with the Senior Leader responsible for Timetable and Curriculum to set up and maintain the school timetable and manage in year changes

o Update student timetables, as required, during the academic year and provide individual student timetables, as required

o Provide administrative support for the schools timetable

o Implement changes for new admissions and in year staff timetable changes

Work with staff to oversee attendance processes and support the link with student welfare by identifying trends, and initially communicating with parents.

Responsibilities

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o Responsibility for the development and management of the school MIS and its functions.

o To provide support and training for all other administrative users of Engage to ensure that they follow protocol and procedures in their use of Engage and their entering and maintenance of students and staff data sets.

o To work alongside the school IT Director in ensuring updates to Engage are planned and implemented correctly and without risk of data integrity being jeopardised.

Administering the schools, MIS (Engage), identifying and implementing ways in which it can be used more effectively to aid school intelligence and performance.

o To manage the statutory and school-based collection of data to deadlines, and prepare electronic and paper-based reports for staff, pupils, parents and outside agencies.

o Prepare and update electronic mark sheets for collecting assessment data in line with the school assessment cycle and as and when required.

o Create and print interim assessment point reports for parents as part of the school assessment cycle and as required.

o Collate and upload admissions data, primarily for those joining in subsequent Year 7 but also for in year joiners as required

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(Academic) responsible for data in developing and
managing the school assessment data, target setting and associated data packages
(SISRA), as well as assessment tool (GL Assessments) supporting the creation and
day to day management of the school timetable and class data.**

o Work with staff and the Secondary Deputy Head
(Academic) (Data and Timetable) to develop staff use and understanding of (package)
reports to inform intervention both at subject, year and class teacher level.

o Ensure the school data package is efficient and up to date, to create, modify and
delete users as required.

o Ensure assessment point data is taken from Engage and is imported into
SISRA/School BI to create and provide summary and individual student reports on
progress across all aspects of the curriculum and cohorts as required by Senior and
Middle Leaders.

o Support staff in the effective use of GL assessments and CATs exams and data to
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o Create tracking sheets for a number of stakeholders that show the varying
progress of students across the school at student, department and school level.

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o Ensure stored data is relevant to the schools requirements and limited to what is
necessary.

o Ensure that data changes are updated accurately, timely and removed when no
longer required.

o To acknowledge and deal with any Subject access requests within the specified
timescale.

	o Any data breaches by staff to be reported to the Data Officer who will report to the IT Director within 72 hours. **Working with staff at all levels and governors of the school to monitor and report on school performance using accurate and relevant data held within the MIS.** o To ensure that all school census data is completed accurately and in a timely manner. **Managing the tracking of data directed by leadership and** **working with a range of staff to develop the most effective use of ICT based tool to record and report on a range of data sets; to include:** o Behaviour data o Attendance data **Where required support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress.** o Support the central recording of student assessments and target-setting. o Support the exams officer in the setting up of exams if required using the Engage software to administer student data for national tests; public examinations and internal school examinations. **Work with the Senior Leader responsible for Timetable and Curriculum to set up and maintain the school timetable and manage in year changes** o Update student timetables, as required, during the academic year and provide individual student timetables, as required o Provide administrative support for the schools timetable o Implement changes for new admissions and in year staff timetable changes **Work with staff to oversee attendance processes and support the link with student welfare by identifying trends, and initially communicating with parents.**
Additional Duties:	o Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

	o Employees will be expected to comply with any reasonable request from the Principal, EBM (Executive Business Manager), or member of ACLT (Academic Leadership Team) to undertake work of a similar level that is not specified in this job description. o On occasions, supporting the Secondary Deputy Head (Academic) & (Pastoral) with administrative tasks such as updating meetings and calendar items, much like an administration support assistant.
This job description is current at the date shown but, in consultation with you, maybe changed by the ACLT to reflect or anticipate changes in the job commensurate with the grade and job title.	

Person Specification: Secondary School Data Officer

Need	Required	Desirable
To hold a Bachelor's degree	✓	
To have a minimum of 3 years experience working with Management Information Systems (MIS), preferably in a school setting.	✓	
Previous experience of working in an International School		✓
Excellent Excel skills		✓
Excellent English proficiency in speaking and written communication.	✓	
To be able to meet deadlines and work proactively.	✓	
Ability to work independently and without immediate supervision.	✓	
Ability to prioritise: managing a wide range of tasks; especially at crucial times such as reporting to parents.	✓	
To be willing to undertake regular continued professional development.	✓	
Must be highly organised and have good attention to detail.	✓	
To be able to support a positive culture with colleagues and be a team player	✓	