



THE FITZWIMARC SCHOOL

JOB DESCRIPTION

POST: Data Officer

RESPONSIBLE TO: Systems Manager

BAND: Scale 6 pts 13 - 17

POSTHOLDER:

PURPOSE OF THE JOB: To be responsible for the accurate recording and maintenance of data using the school's Management Information System and applications.
To ensure all reporting deadlines are met and reports to internal and external stakeholders are accurate and fulfil statutory requirements.

MAIN DUTIES AND RESPONSIBILITIES

1. Responsible for the setup and maintenance of the school's MIS structure
2. Responsible for the accurate recording and maintenance of data on the school's MIS and links to other applications
3. To maintain assessment data marksheets/templates for staff use
4. Produce student progress reports
5. To adhere to and monitor compliance of the assessment data calendar
6. To import/export and calculate data between different databases and Excel
7. Responsible for the production of various reports and analysis of student and assessment data
8. Support the implementation and maintenance of the school timetable
9. Support the use and maintenance of the school's student and parent app
10. Support the options process at KS3, KS4 and KS5
11. Support the administration of Free School Meals and the Pupil Premium Strategy
12. Support the admissions process including the setup of the academic year and the transfer of required data
13. Prepare the school's database for statutory returns
14. Promote and demonstrate adherence to GDPR regulations

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by **(Postholder)**

And **(Headteacher)**

Date