

Job description

Job title: Data Officer
Job ref: XS 9.10
School:
Grade: Dorset Grade 6
Reports to: Data Manager / Support Services Manager

Main job purpose

To be responsible for the provision of efficient administrative support within the School in relation to data management. To ensure compliance with LA and the School administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main responsibilities and duties

1. To collect, collate and input all data throughout the School including student data, assessment, and examination performance.
2. Maintenance of all MIS modules and other school databases including the recording of data onto:
 - Pupil Personal and Medical details module
 - Attendance module
 - Assessment module
 - Reporting module
 - Lesson attendance module
 - Examination module
 - Timetable module
 - AEN module
3. To conduct necessary analysis of data and compilation of reports for staff and senior management of the School/Governors/LA as required.
4. To prepare statutory and non-statutory returns and conduct end of year procedures for a range of external bodies and agencies.
5. Update the school website or staff pages in relation to data management under the direction of the Data Manager/Support Services Manager.
6. Ensure that documents required to be published or made available under The Freedom of Information Act are available on the school network or website.
7. Compilation and completion of Government on-line Surveys.
8. Any other reasonable tasks as are required from time to time at the discretion of the Data Manager/Support Services Manager.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

1. The postholder must be numerate, computer literate with relevant data administration experience.
2. To be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

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3. Competent knowledge of MIS modules and databases including SIMS/Nova and Excel.

Supervision & management

The postholder will often be required to work without direct supervision. Supervision and guidance will be present where necessary.

Problem Solving and creativity

1. To deal with changing and conflicting work deadlines under the direction of the Data Manager/Support Services Manager.
2. Analysis and interpretation of data.

Key contacts & relationships

1. Close contact with all levels of staff within the school and external bodies in the use and analysis of data.
2. Responsibility for providing advice to school staff on data issues.

Decision making

1. Working to deadlines and prioritisation of workload
2. Under the direction of the Data Manager/Support Services Manager, to ensure the appropriate and adequate backup and security of computerised data records.

Resources

1. Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.
2. General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)

Working environment

Office based post

Subject to substantial and frequent periods of computer input and data manipulation.

Approval			
Prepared by	Chris Matthews	Date	June 2006
Designation	Pay and Reward Manager		

