Data Officer

Job Description

Job Details:

Title:	Data Officer
Reporting to:	Head of Executive Services/Vice Principal
Responsible to:	Principal
Hours:	36 hours per week, term time only plus 10 days or all year round (postholder will be required to work GCSE results week in both working patterns)
Grade:	Scale point 15 -17

Job Purpose:

The Data Officer is responsible for the administration and organisation of all aspects of data throughout the school.

Main duties and responsibilities:

To identify and develop a range of data that can be used to monitor achievement and progress throughout the School.

To ensure the effective administration of pupil assessment data systems as per the assessment timetable.

To plan, develop and manage the collection of data using a combination of software applications and School designed methods i.e. parents evening system, room booking system, Arbor.

To monitor the effectiveness and accuracy of pupil assessment data and / or to provide analysis of the effectiveness and accuracy of pupil assessment data.

To develop and manage the School reporting system:

- Designing and setting up marksheets for pupil tracking reports and annual reports for all year groups
- To manage the collation and printing of all pupil reports in preparation to send out to parents/carers

To maintain and manage the School's MIS (Arbor) and data evaluation software (e.g. SISRA Analytics) to produce reports for Senior Leadership Team, Governors, Curriculum Leaders, and others as required and to extract data from Arbor into excel and from SISRA so as to provide analysis.

Input exam results into Assessment Manager and provide analysis to Senior Leadership Team and Curriculum Leaders.

To support the School's timetable maintenance throughout the year, making staffing changes, group changes etc.

To ensure that all pupil, subject and teaching information is regularly checked and any changes made.

To bring together data from a variety of sources in a way that allows it to be compared and integrated for whole school monitoring and improvement purposes.

To ensure the School's MIS (Arbor) system is rolled from one academic year to the next on an annual basis, supporting the efficient and effective management of the system following this procedure.

To be responsible for the downloading of information from relevant educational websites, including, but not limited to Analysing School Performance, DfE and Ofsted IDSR.

To manage the transfer of pupil information records for pupils leaving and joining the school.

To be responsible for the completion of the school census and other reports to the DfE in a timely manner.

To have an understanding of current education policy and performance measures and the challenges associated with this.

General Requirements:

- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.

- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

- To work directly with the SLT in the day to day operations of the School.

- To prepare, deliver reports and participate in meetings of the Governing Body and the SLT as required.

- To undertake other duties appropriate to the grading of the post as required.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

5 November 2026

Name of post holder: ……..

Signature of post holder: ……..

Signature of Principal: ……..

Date: