

Job Description	
Post:	Trust Data Officer (Secondary)
Pay Scale:	Grade 6 SCP 19-24
Responsible to:	Trust Data Manager
Main Location:	STOCCAT Central Office
Main Duties	
• To be part of the team who provide effective and efficient data and information management support to schools and the central team, with a particular focus on, but not limited to; supporting Secondary Schools. • To be part of the team who act as the initial point of contact for schools for all MIS and data queries. • To input, retrieve and manipulate data in support of monitoring school improvement and in ensuring pupil progress. • To contribute to the maintenance of the Trust's various data dashboard's ensuring that Trust Leaders have swift and easy access to information. • To provide support to schools with all statutory returns. • To provide effective operational and analytical support to schools and the Trust Data Manager across all aspects of secondary assessment and examinations, helping to ensure the smooth administration, management, validation and reporting of assessment and examination data throughout the academic year. • To provide operational data management support to schools across the Trust, with a primary focus on secondary schools but the flexibility to support primary schools and central teams where required, ensuring high standards of data quality, reporting and user support. • To assist schools in implementing the Trust's target setting processes, and provide support to schools in target setting, assessment recording and analysis. • To extract information from a range of systems, to provide to leaders through Trust template reports. • To ensure that all data and information is processed in accordance with Data Protection legislation and principles, maintaining appropriate standards of confidentiality, security and data governance. The postholder will also provide support, where required, to the Trust's GDPR Team, working collaboratively across the wider Trust Data & Insights Service. • To ensure that the Trust and school's data management systems operate effectively by: • Support the creation and production of timely and accurate collation analysis of school data. • Working with schools to create data reports, as required. • Support the creation and production of data reports for a wide range of audiences. • Supporting and training colleagues, including teachers, to input and process and analyse data within specific deadlines.	

- Developing and maintaining tracking systems and providing relevant information to appropriate stakeholders as required.
- To prepare, validate and support the analysis and reporting of external examination and assessment outcomes across the Trust, including GCSE and other qualifications within secondary schools, whilst also providing support, if needed; for primary assessment processes and outcomes, such as Key Stage 2 assessments, SATs and the Multiplication Tables Check (MTC), as required.
- To create, maintain and develop reports and dashboards relating to pupil attendance, behaviour, attainment and cohort information across the Trust, ensuring they remain accurate, meaningful and aligned to current educational requirements, statutory guidance and policy developments.
- Support administrative staff in maintaining accurate pupil records in the school MIS to ensure that a high standard of pupil data is maintained.
- Provide data support following publication of examination results to schools.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Support all the Trust's policies, mission and values
- Establish effective working relationships with professional colleagues both in the central team and in school.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I
Knowledge & Experience		
Experience of data and system management in an academy/school, local authority or education setting.	Essential	A/I/R
Good working knowledge of Arbor	Essential	A/I
Working knowledge of data analysis/3 rd party packages-e.g. SISRA Analytics/SMID/Timetabler	Desirable	A/I
Experience of analysing and interpreting education performance data	Essential	A/I/R

Experience of maintaining high standards of data quality.	Essential	A/I
Experience of using ICT packages i.e.: Microsoft Word, Access, Excel, Publisher	Essential	A/I
Technical Skills & Ability		
Extensive ability to use IT systems including a strong working knowledge of Microsoft Office applications and advanced use of Excel Spreadsheets.	Essential	A/I
Ability to input data accurately - a good "eye for detail".	Essential	A/I
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Essential	A/I
Ability to use Power BI / Tableau to analyse and manipulate data.	Desirable	A/I
Ability to communicate effectively both orally and in writing with school staff, Education Welfare Officer and other professionals i.e. telephone, face to face and email	Essential	A/I
Ability to build and maintain effective working relationships with colleagues, schools and outside agencies	Essential	A/I/R
Ability to negotiate and persuade as well as good interpersonal and communication skills.	Desirable	A/I/R
Demonstrate an ability to cope with stressful/conflict situations.	Desirable	A/I/R
Ability to analyse data and other information and to produce reports for Senior Leaders and Headteachers	Desirable	A/I
Ability to prioritise own workload, ensure deadlines are met and attendance legislation is followed.	Essential	A/I/R
Ability to work on own initiative in dealing with attendance issues, communicating information to Senior Leaders where required.	Essential	A/I
Ability to promote a positive ethos and role model positive attributes	Essential	A/I
Ability to continually develop and extend own working practices.	Essential	A/I
Special Working Conditions		
Full driving licence and access to own car with business insurance	Essential	A/I
Willingness and ability to work at different sites	Essential	A/I
Personal characteristics		

A willingness to participate in relevant training and development opportunities	Essential	A/I
Excellent written and verbal communication skills	Essential	A/I
Demonstrable administrative and organisational skills	Essential	A/I/R
Good people skills, including a welcoming and engaging manner	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R