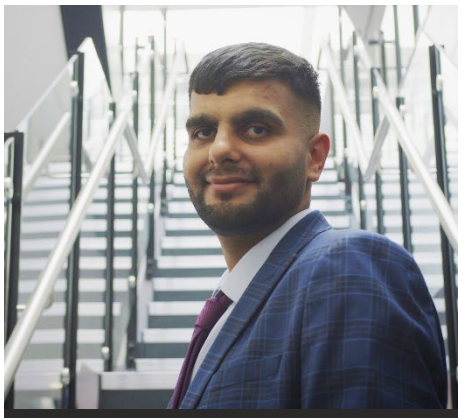
Data and Cover Officer

Contract
Permanent, Full Year

Hours
Full time

Salary
Grade 5 (£32,578 - £35,570)



"Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!"

- Mr Ahmed, Head of Year 11

As Data and Cover Officer, you will play an important role in the effective management and development of the Academy's data systems and processes, alongside coordinating the day-to-day arrangements for staff cover.

Working closely with senior leaders and colleagues across the Academy, you will help ensure that accurate, meaningful data supports effective decision-making and school improvement.

Job Purpose

1. To take a proactive approach to the development, implementation and management of effective data systems and processes, including the school's MIS and assessment, reporting and recording systems, identifying opportunities for improvement to support the operational and strategic needs of the academy.
2. To take responsibility for the effective coordination and administration of planned and unplanned teacher cover, ensuring arrangements are managed efficiently and proactively.
3. To demonstrate a high degree of flexibility, initiative and multi-skilling, supporting colleagues in the effective understanding and use of data across the Academy and collaborating with colleagues across the Trust when required.

Specific responsibilities

- To independently prepare, manipulate, analyse and interpret a range of data, producing accurate and meaningful reports using the school's Management Information System and other systems as required (e.g. Bromcom, SISRA, Pupil Progress Tracker, Excel and Power BI).
- To set up templates and marksheets within the school's MIS system and coordinate the input of progress data and report information according to the school calendar.
- To develop and maintain reports and dashboards using Power BI and other appropriate systems, proactively identifying trends and key findings, and presenting data and analysis to the Headteacher and Senior Leadership Team as required.

- To proactively identify opportunities to design, develop, implement and improve data collection, analysis and reporting systems, working collaboratively with colleagues to ensure systems are efficient, effective and meet the evolving needs of the Academy.
- To support the relevant Assistant Headteacher with curriculum management, timetabling, the KS4 options process, class assignments and registration groups.
- To coordinate and manage the production and distribution of pupil reports to parents and carers, ensuring accuracy and compliance with deadlines set out in the school calendar.
- To coordinate and prepare pupil census data and other statutory data returns, ensuring information is accurate and validated, proactively investigating and resolving data queries and discrepancies, and ensuring returns are prepared in accordance with Department for Education requirements and deadlines.
- To take responsibility for the day-to-day administration and effective operation of the school's MIS, proactively identifying opportunities to improve its functionality and use, and supporting colleagues in collaboration with the relevant Assistant Headteacher and School Business Manager.
- Support the administration and organisation of examinations & assessment week processes.
- Work collaboratively with relevant staff, as well as with central teams, to ensure the smooth running of exam and assessment periods.
- To work collaboratively with the administration, pastoral and senior leadership teams to coordinate and maintain accurate pupil data and associated MIS systems to support the effective transition of pupils from Year 6 into Year 7.
- To manage and maintain accurate and up-to-date student records across the school's MIS and associated data systems, including the admission of new pupils and removal of pupils from roll, ensuring data integrity and compliance with relevant requirements.
- To coordinate and manage the day-to-day administration of planned and unplanned staff cover, ensuring arrangements are organised efficiently, communicated effectively and any issues are identified and addressed promptly.
- To manage and maintain an effective system for coordinating room changes, ensuring arrangements are communicated clearly and implemented efficiently.
- To follow established procedures and protocols for GDP, data protection, Subject Access Requests (SARs) and Freedom of Information requests (FOIs).
- To support the administration team with daily tasks as appropriate.
- To undertake supervision and other duties as required, in accordance with the Academy's duty rota, contributing to the effective supervision, safety and wellbeing of pupils throughout the school day.
- Carry out other duties from time to time as directed by the Headteacher (or delegated leader), commensurate with the grade of the post.



"Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!"

- Mrs Carey, Library Manager and Worship Co-ordinator

Other responsibilities

- To understand the importance of inclusion, equality, and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the academy.
- To implement and uphold the policies, procedures, and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
- To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
- To participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
- To attend and participate in relevant meetings as appropriate.

Reporting to:
Assistant Headteacher (Curriculum) and School Business Manager - Matrix Management

While every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



"As a member of the founding team, I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress your career."

- Ms Dickinson, Associate Assistant Headteacher and Director of English

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).



Data and Cover Officer

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification – Data and Cover Officer	**Essential or Desirable**	**How identified Application (A) Interview (I)**
Qualifications		
Highly numerate and analytical with Literacy and Numeracy skills equivalent to Level 2 of the National Qualifications and Credit Framework	E	A
Qualified to Level 3	E	A
Professional qualification relevant to Data Management or relevant degree desirable.	D	A
Communication		
Ability to communicate information and 'translate' between school data terminology and technical terms.	E	A/I
Ability to communicate proactively to line management and the Senior Leadership Team and update on progress of tasks.	E	A/I
Proficient in communicating technical and complicated information to colleagues and other stake holders.	E	A/I
Excellent interpersonal skills	E	A/I
Planning and organisation		
Ability to plan and organise activities within own workload whilst considering and adhering to whole school deadlines.	E	A/I/T
Ability to recognise and prioritise urgent requirements.	E	I/T
Ability to understand the ebb and flow of the school year and proactively plan for data and cover requirements.	E	I/T
Demonstrate ability to anticipate impact of future events and plan accordingly.	E	A/I/T
Technical		
Experience of working within a school or educational setting, with practical knowledge of school data systems, data and operational requirements.	E	A/I/T
Expert in using computerised administrative systems with particular reference to information and data management analysis.	E	A/I/T
Ability to embrace and utilise the latest technology to improve efficiencies.	E	A/I/T
Ability to create and edit data accurately and efficiently within time constraints.	E	A
Expert in use of Excel, pivot tables and Power BI to produce reports and manage data/information.	D	A
Experience in the use of Bromcom MIS.	D	A
A good understanding of the data requirements of a school.	D	A
Qualifications		
Excellent attention to detail.	E	A/I
Ability to work effectively and supportively as a member of the school team.	E	A/I
Capable of working under pressure and responding quickly to changing demands.	E	A/I
Demonstrate experience of working with confidential material where discretion is paramount.	E	A/I
Ability to work proactively, use initiative and take ownership of tasks and responsibilities, identifying priorities and seeing work through to completion with minimal supervision.	E	A/I
Ability to work independently in line with agreed instructions.	E	A/I
Positive 'can-do' approach to work.	E	A/I
Happy to help and support colleagues.	E	A/I
Qualifications		
Support and model the school's Christian ethos with integrity	E	A/I
Safeguarding		
Displays commitment to the protection and safeguarding of children and young people	E	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

How to apply

We only accept applications via our online portal, careers.cranmereducationtrust.com.

Applications must be received by
9am on Friday 27 November 2026

Interviews for this post will take place on
Thursday 3 December 2026

If you have any questions or queries, or would just like to chat about the role, please get in touch via e-mail on hr@brian-clarke.org

We look forward to hearing from you!



