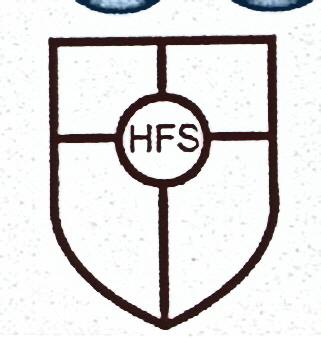
The Holy Family

Catholic School

*a voluntary academy*



**Job Description**

**POST TITLE:** Data Officer (including seasonal support for the Examinations Officer)

**Salary**: PO2 Actual salary £35,058 – £37, 767

**Responsible to**: Business Manager

**Responsible for**: Casual Exam Invigilators

**Working Pattern**: 37 hours per week, Term Time Only plus 4 weeks

**PURPOSE AND OBJECTIVES OF THE JOB**

To develop and maintain the Management Information Systems (MIS) systems, and provide data reporting and analysis for Senior Leaders, the Governing Board, the Trust, and other agencies including the DfE and Local Authority.

To be support the school Examinations Officer in the organisation and administration of all internal and external examinations.

**KEY RESPONSIBILITIES**

**Data and MIS**

* To identify and develop a range of data that can be used to monitor attainment, progress and behaviour throughout the school in order to raise standards.
* To ensure the effective administration of student assessment data systems as per the assessment timetable including PAZ data, trial examination results and public examination results.
* To plan, develop and manage the collection of data using a combination of software applications and school designed methods.
* To analyse data for individual departments and the whole school when requested.
* Monitor assessment data input by staff.
* To develop and manage the school reporting system in conjunction with the appropriate senior leaders.
* To organise all aspects of parent consultation meetings in conjunction with the appropriate Year Director.
* To be responsible for effective data analysis and the generation of reports for the Senior Leadership Team, Governing Committee and external agencies.
* To ensure that all pupil information relating to prior attainment is regularly checked and any changes made.
* To obtain prior attainment data for students joining the school mid-year.
* To prepare data for statutory returns e.g. Census, DfE Checking Exercises
* To review design and implement the appropriate mark sheets for pupil tracking reports and regular reports for all year groups throughout the school.
* Provide confidential, high quality, efficient and comprehensive administrative support e.g. emailing, passing messages, completing standard forms and returns, supporting with finance processes, and responding to routine correspondence including preparing whole school mailings, reports and other documents.
* To maintain/collate/input a wide range of manual and computerised records/management information systems.
* To produce lists/information/data as required.
* To respond to the administration of new initiatives.
* To undertake relevant professional development in order to successfully undertake the above duties.

**Examinations**

* To liaise with Curriculum Leaders and Senior Leaders to ensure all pupils are entered into exams as required.
* To support the development and circulation of examination timetables including for trial examinations
* To support the scheduling of exam invigilation for all examinations as appropriate including for trial examinations
* To work in collaboration with the SENCO to ensure that special exam arrangements for individual students have been confirmed and provision allocated.
* To support with the organisation of signs, seating and rooming for all examinations in accordance with statutory guidelines.
* To Ensure that all student data is kept up to date with relation to examinations and assessment.
* To undertake any other duties relating to the organisation and administration for examination and assessment as requested by Senior Leaders or the Business Manager.

**GDPR**

* To adhere GDPR and Data Protection Regulations whilst maintaining confidentiality.

**Line Management**

* Recruit, train, and line manage examination invigilators.

**General**

* To uphold and promote the ethos of the school at all times.
* Attend and participate in relevant meetings as required.
* Be aware of and comply with all school policies and procedures, particularly those in relation to child protection, health and safety and security, confidentiality, reporting all concerns to an appropriate person via the correct channels.
* Follow and promote relevant legislation and guidance, for example data protection, copyright law.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.

Undertake any other duties as appropriate to the grade of the post as requested by the school.