

## Job Description

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**Job title:** Data Officer  
**Reports to:** Vice Principal  
**Location:** Ebbfleet Academy

### Job purpose

- Using systems implemented by the Trust to undertake all aspects of data management and analysis within the Academy.

### General responsibilities

#### Data

- Maintenance of the student database (currently SIMs) in accordance with best practice, ensuring the system is fit for purpose and up-to-date
- Liaising with appropriate departments to obtain current information in areas such as SEND, free school meals, medical and contact details; and up-dating the system accordingly
- System administration associated with admissions (new intake and casual)
- Ensuring KS2 data is obtained in a timely manner for new intake
- System administration of free school meals
- Conduct regular audits of the database, in particular prior to the completion of the student census
- Maintenance of course manager
- Write and maintain the timetable under the direction of allocated member of SLT
- Produce student census, liaising with appropriate staff in order to authorise the return
- Liaise with specialist staff and respond to their requests for system changes, such as adding behaviour types and modifying teaching staff records for cover
- Maintenance of behaviour management system

### Assessment

- Maintain and continue the systems placed by the Trust/Academy
- Present data in an agreed format as required by the data calendar
- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems
- Production and distribution of student progress reports

### General

- Act as the first point of contact for all data related enquiries in the Academy, referring complex requests or points of issue to the Trust for consideration
- Create and run basic bespoke reports as required by stakeholders.
- Maintain an awareness of legislation and software up-dates that require the collection of additional information
- Manage own workload
- Undertake training and development activities as required
- To travel to other academies providing support where needed as directed by Line Manager
- Any other duty as required by the Line Manager commensurate with the post.

### Organisational Citizenship

- Ensure personal conduct is professional, compassionate and courteous.
- Maintain own knowledge of Trust and Academy policies, and act in accordance with these

- Engage with the Leigh Academies Trust appraisal process, in particular how your own role contributes to the vision for the Trust and your Academy
- Seek opportunities for Continued Professional Development and suggest those that may benefit others in the organisation

## Person specification

**Key:** The following Key shows at which stage each criterion needs to be evidenced.

(A) = Application Form, (I) = Interview, (T) = Task / Assessment Centre

Attributes	Essential	Desirable
Qualifications/Experience	<ul style="list-style-type: none"> <li>● English &amp; Maths GCSE or equivalent at C or above (A)</li> <li>● Use of ICT systems and software, particularly Excel (A &amp; T)</li> <li>● Previous administrative experience or if a school leaver, an understanding of administrative support roles (A &amp; I)</li> </ul>	<ul style="list-style-type: none"> <li>● Degree (A)</li> <li>● Use of SIM.net modules, such as Assessment Manager (A &amp; T)</li> <li>● Previous experience in a Data/Analyst role (A)</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>● Ability to analyse data (I &amp; T)</li> <li>● Ability to present data in a clear and concise manner for a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>● Exposure to data in an educational setting (A)</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>● Initiative (I)</li> <li>● Effective in fostering relationships with a wide range of people (I)</li> <li>● Organisational skills (I)</li> <li>● Written and oral communication skills (I)</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to motivate or persuade others (I)</li> </ul>

Other requirements	<ul style="list-style-type: none"> <li>● Committed to safeguarding and promoting the welfare of young people</li> <li>● Full understanding of confidentiality and data protection (I)</li> </ul>	<ul style="list-style-type: none"> <li>● Willing and able to travel to other academies within the Trust (I)</li> </ul>
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### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.