JOB DESCRIPTION

Job Title:	**Data Officer supporting MIS and Exams**
Southway:	**Southway**
Scale:	**SCP 25-29 (£36,363 - £39,862 per annum FTE)**
Actual Salary:	**£32,181 - £35,278 per annum**
Hours:	**37 Hours per week. Term time plus 10 days**

Main purpose of the job:

- Oversee the collection and analysis of pupil, subject and school level assessment data.
- Maintain the student database in MIS, ensuring information is accurate.
- Support the smooth running of internal and external examinations and assessments

Main Duties

Data Administration
- Oversee the smooth running of the school Reporting Schedule – open and check teacher input, provide reports on these data sets
- Create and Upload Student Reports
- Provide assistance in producing Student Tracking information from MIS
- Produce detailed Reports from MIS data as requested
- Input MIS Data Collection Sheets
- Follow-up communications issues, missing email addresses/telephone numbers
- To complete the school census

General
- Support the smooth running of examinations
- Support the maintenance of the student database in MIS, ensuring information is accurate.
- Provide administrative support including cover for other members of the Admin team as necessary
- Undertake any other duties in connection with the level of the post.
- Ensure the efficient and effective running of the department
- Take account of the published aims and objectives of the school in all matters
- To carry out any other duties as may reasonably be requested by the Principal and Chief Executive Officer
- To participate in professional and personal development programmes as required, including training and performance review
- To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos/work/aims of the centre

- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of the leadership team
- To support the Trust's Equality and Diversity Policy
- To appreciate and support the work of other professionals

Any Special Conditions of Service:

There is a requirement to work across all the academies within the MAT as deemed necessary in line with professional responsibilities. There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check

PERSON SPECIFICATION

Job Title: **Data Officer supporting MIS and Exams**

Scale: **25 - 29**

The Resilience Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS & EXPERIENCE **Experience of working with management information systems**	Application form and selection process		
Effective use of ICT systems and packages (eg. word/excel/powerpoint)	Application form and selection process	**Experience of working in a school or learning environment**	Application form and selection process
Exceptional organisational and time management skills.	Application form and selection process	**Experience working in a Data, Exams and/or MIS role in a school/academy**	Application form and selection process
Able to remain calm under pressure, work to deadlines and manage competing priorities.	Application form and selection process	**Ability to self-evaluate learning needs and actively seek learning opportunities**	Application form and selection process
Make decisions based on understanding of relevant information	Application form and	**Experience of**	

	selection process	organising exam procedures	Application form and selection process
Demonstrate sound judgement with the ability to present solutions.	Application form and selection process	**Experience of managing and analysing data**	Application form and selection process
Ability to relate well to children and adults on all levels			
Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills	Application form and selection process		
	Application form and selection process		
Experience in producing comprehensive reports	Application form and selection process		
Work constructively as part of a team	Application form and selection process		
Ability to work autonomously and under your own initiative	Application form and selection process		
Essential Criteria	How Identified	**Desirable Criteria**	How identified
KNOWLEDGE & UNDERSTANDING **A background in administration data**	Application form and selection process	**Strategies for ensuring equal opportunities for staff, students and other stakeholders**	Application form and selection process
The principles and practices of good data management and how these contribute to operational planning and delivery	Application form and selection process	**Understanding of Safeguarding and Child Protection issues.** **Knowledge of SIMS or other education databases**	Application form and selection process
An understanding of the principals of efficient and effective administrative support	Application form and selection process		Application form and selection process
Good ICT skills and confident in use of Word, Excel and the internet	Application form and selection process		
Full Understanding of relevant			

polices/codes of practice and awareness of relevant legislation of working in an education setting	Application form and selection process		
QUALIFICATIONS/ TRAINING **Good standard of education** **A grade 'C' or above GCSE in English and Maths (or equivalent)**	Application form and selection process Application form and selection process	**Business Administrative qualification** **Financial qualification**	Application form and selection process Application form and selection process
PERSONAL COMPETENCIES AND QUALITIES **Diplomatic and confident** **Flexible approach to meet daily demands of the role** **Self-motivated and ability to use initiative to ensure tasks are completed** **An excellent record of attendance and punctuality** **Seek advice and support when necessary**	Selection process Selection process Selection process Selection process Selection process	**Determination to succeed and the highest possible expectations of self and others** **Reliability, integrity and stamina** **Resilience and perspective**	Selection process Selection process Selection process
OTHER CONDITIONS **Enhanced DBS Check** **Satisfactory References** **Pre-employment Health Check**			