



Stoke Newington School  
& Sixth Form

## **JOB PACK**

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**Data Officer 0.5 fte**

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## Job advertisement

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### **Data Officer 0.5fte**

**Grade –Scale 6 (SCP 26-28) – 18 hours per week, term time plus two weeks**  
**Salary Range £25,800 - £27,500 pro rata**

We require an outstanding and driven individual to support the management of student data in this excellent and creative school which has 1600 students, over 200 staff and a £12 million turnover.

#### **The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award winning building and a growing sixth form. Most importantly, students and staff of the school share a commitment to its success and ethos.

#### **The post:**

#### **We require:**

- A data officer to further develop and maintain a sophisticated data system to facilitate the monitoring of learners' attainment and progress, using internal and external sources of information.
- The successful candidate will provide up to date statistical information reports relating to all aspects of learner progress. In particular, exam results analysis, the monitoring of achievement data and the reporting of this information to the Senior Leadership Team, Team Leaders and other academic staff within the school/6<sup>th</sup> form college.
- This information will focus on the sixth form.
- You will have recent relevant experience of data analysis and be able to work to tight deadlines and to deal with a range of people including staff, senior leaders and governors, and the parental community. You should be an analytical thinker and be able to use your initiative.

This opportunity will excite those who believe that all can excel and that everyone deserves the best.

#### **Contacting us**

If you feel you can make a positive contribution to our school, please apply online via our website, [www.stokenewingtonschool.co.uk](http://www.stokenewingtonschool.co.uk). I look forward to reading your application. Please do contact us for a visit to the school in advance of applying or in advance of the interviews. Please email Renee Simpson at [Renee.Simpson@sns.hackney.sch.uk](mailto:Renee.Simpson@sns.hackney.sch.uk) or call on 020 7241 9678 for

**The closing date for receipt of applications is 3pm on Tuesday 5<sup>th</sup> July 2016.**  
**Please email completed applications to [renee.simpson@sns.hackney.sch.uk](mailto:renee.simpson@sns.hackney.sch.uk)**

*We are an equal opportunities employer committed to ensuring diversity in our workforce.*

*As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*



## Job description

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Job title: Data Officer

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Directorate: *Stoke Newington School*

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Reporting to: Data Leader

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Grade: Scale 6

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### Job description

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- Purpose of the post:
- To ensure the accurate maintenance and management of pupil and school data, with a focus on 6<sup>th</sup> form.
  - To assist in the provision of an efficient and effective school administrative function.
  - To provide support to Assistant Headteacher and Director of Sixth Form by ensuring that all necessary information is up to date and that requests are followed up in a timely fashion.
  - To be responsible for the maintenance of the pupil database with a particular focus on assessment, progress and reporting data and summary & analysis reports.
  - To maintain robust processes and manage a varied workload using a structured, timely and prioritised methodology.
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Main duties and responsibilities:

#### **Pupil Data**

- To become a SIMS administrator.
  - To work alongside the Data Leader to ensure the school has appropriate systems, processes and controls in place to maintain and manage and analyse all aspects of pupil data.
  - To co-ordinate the updating of the SIMS database and Assessment Manager with pupil assessment data on an annual and ad hoc basis.
  - To maintain records of disciplinary, behavioural and special needs issues relating to individual pupils and updating packages where necessary.
  - To produce reports when required.
  - To liaise with a variety of members of school staff in order to acquire information and to ascertain information needs.
  - To monitor, together with the Data Leader, statistical information and other data from the borough or the Learning Trust.
  - To produce background / assessment reports and analysis for teaching staff, Leadership Team (LT), as well as DfES and LEA returns.
  - To produce, collate, distribute and file 6<sup>th</sup> form assessment screens / progress checks during assessment periods under the guidance of the LT member responsible for assessment.
  - To provide training on assessment packages to new members of staff as necessary.
  - To ensure that all returns and analyses are completed on time, referring any obstacles to this to the member of the Leadership Team in charge of data.
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- To undertake any other duties appropriate to the nature of the post and the skills of the post-holder that may be required.

#### **Other**

- To self-review and critique all systems and processes associated with the role and to work alongside the Data Leader to improve and develop systems and processes where appropriate.
- To be responsible for own career development and to undertake training as appropriate for the further development of the post.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Headteacher / Director of Resources.

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#### **General requirements:**

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

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The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job title:	<b>Data Manager</b>
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. NVQ level 3 or equivalent qualification or experience.	✓	
<b>Experience</b>		
2. Experience of using Microsoft Office Suite.	✓	
3. Experience of using Email / Internet.	✓	
4. Experience of using SIMS Assessment Manager.	✓	
5. Experience working in a school setting.		✓
6. Experience of working with the general public.	✓	
7. Experience of using, maintaining and developing administrative systems.	✓	
<b>Knowledge</b>		
8. Good understanding of database – including ability to use database to produce reports and statistics.	✓	
9. Knowledge of Data Protection Legislation.	✓	
<b>Skills</b>		
10. Good organisational skills.	✓	
11. Ability to work under pressure and ensure deadlines are met.	✓	
12. Ability to work as part of a team.	✓	
13. Ability to organise and prioritise workload and work on own initiative.	✓	
14. Good interpersonal skills and ability to communicate effectively verbally and in writing.	✓	
15. Ability to find solutions to administrative problems.	✓	
16. Ability to maintain accurate records and filing systems.	✓	
17. Ability to produce clear reports.	✓	
18. Ability to maintain records relating to attendance and punctuality.	✓	
19. Fast and accurate keyboard skills.	✓	
20. Word processing and typing skills – typing at least 50 w.p.m.		✓
21. Ability to use Microsoft Word to develop tables.		✓