

Job Description Data Officer

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Designated senior leader
Grade	Grade 4 (£17,890 – £20,962 per annum)
Hours	37 hours per week term time only plus 3 weeks (41 weeks per year)
Location	Based at President Kennedy School, with a requirement to travel to work at and undertake work for schools across the Trust when necessary

Job Purpose

To deliver an efficient, effective and professional data and administrative service to colleagues and learners at President Kennedy School that is focused on facilitating the achievement of educational objectives. To work with the Trust's central data team as required.

Duties and responsibilities

- Responsible for the day to day operation of the School Management Information System (SIMS) Assessment Manager System, including liaising with the Systems Administrator to ensure the efficient and effective operation of the system and the application of technical updates.
- Collect, input and collate data, and regularly prepare and disseminate reports in support of school activities to the Headteacher, Senior Leadership Group, Subject Leaders, Teachers and other colleagues.
- Ensure that all data inputting is accurate and efficient and that the integrity of data is maintained.
- Ensure that both hard copy and electronic filing systems are updated, maintained and kept secure in accordance with the Data Protection Act and General Data Protection Regulation.
- Maintain and update student records on SIMS, ensuring that all student contacts and student information is kept up to date.
- Support the completion of LEA and statutory returns.
- Devise and run reports in preparation for the Census and co-ordinate actions from these reports.
- Be responsible for the administration of all new student arrivals, including timetables and departures during term time; inputting starters and leavers onto SIMS, including the import and export of CTF files to the relevant schools via the S2S system.
- Liaise closely with Subject Leaders and their departments to ensure all class teaching lists are accurate.
- Instigate and manage the annual dispatch and collection of Data Collection Sheets of all students to their Parents / Carers in accordance with current Data Protection guidelines.

- Assist with responding to enquiries regarding Data Protection on behalf of the School.
- Collate and dispatch files for students who are leaving the School to their intended destinations.
- Be responsible for the general upkeep and management of the schools' Free School Meals allocation, including providing analysis and data reports on a weekly basis to the Leadership Team, and updating the details on SIMS.
- Maintain course manager, liaising with Exams Officers to ensure courses are up to date with the correct QAN codes, as described on the active syllabus.
- Undertake housekeeping of courses and course memberships ensuring course changes, new starters, leavers and those that transfer mid-year are updated.
- Be responsible for the administrative management of the Schools' 'ParentPay' online payment management system, providing letters and login/password details to parents and carers upon request.
- Work with relevant colleagues to develop and implement administrative processes, procedures and systems, ensuring compliance with school and trust policies and procedures and statutory requirements, including but not limited to those in respect of safeguarding and data protection.
- Deliver administrative support as required to meet the needs of the school. This may include but will not be limited to assisting with:
 - the administration and arrangement of cover, by managing the day to day short term cover for staff absence.
 - the re-rooming of lessons as necessary, ensuring minimal disruption to teaching and learning, that any cover/room changes are suitable for the subject lesson and that any changes are communicated to all parties concerned within a reasonable timeframe.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Data Officer are up to date, including keeping up to date with developments relating to new SIMS modules and other packages.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act and General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Steve Toor, Deputy Headteacher

Date: March 2022