



Job Description
Data Officer
(Fixed-term for two years)

Post Title:		Data Officer
Purpose:		To provide support for SIMS, 4Matrix, ALPS and Ready Reckoner (Sixth Form assessment) and to assist with the provision and manipulation of all data relating to progress, performance, attendance and behaviour. Additionally, provide support to the Finance department.
Reporting to:		Deputy Headteacher
Liaising with:		Senior Leadership team, administrative staff, teaching and support staff, parents, students and outside agencies.
Working Time:		37 hours per week Monday to Friday. Term-time plus 15 days to be worked during the school holidays. Part-time job-share would be considered.
Salary/Grade:		£19,771 per annum (£12.20 per hour)
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Data Reporting		<ul style="list-style-type: none"> • Manage all student related data on school management information systems including progress, attainment, behaviour and attendance. • Run reports as required from all MIS data sets • Provide data reports for SLT analysis • Assign students to groups in order to generate and produce student timetables; implement any in-year changes as required. • Ensure that accurate Key Stage 2 information and CAT scores are correctly entered for all students • Oversee the input of target data • Report on progress and attainment across all year groups • Provide support for all SIMS users across the school and act as point of contact with the software provider • Responsible for 4Matrix maintenance and upkeep • Ensure compatibility and currency of data between SIMS and 4Matrix in order to facilitate accurate reporting • Provide data for FFT Aspire as required • Generate student report sheets on SIMS for staff input and work with the Deputy Headteacher to co-ordinate the reporting process. • Upload student reports and disseminate to parents via School Comms
Finance Duties		<ul style="list-style-type: none"> • Prepare fees for all students (boarding and day) and email out to parents • Complete and submit monthly pensions reports • Assist with banking duties

		<ul style="list-style-type: none"> Administer ParentPay and Cashless Catering systems including providing information and assistance to parents and accessing reports
Administrative Duties		<ul style="list-style-type: none"> Provide cover support in place of the Cover Officer during exam periods. Together with the rest of the team, provide cover for Reception as and when required Support the Deputy Headteacher with timetable creation and amendments throughout the school year Support the Deputy Headteacher with the day to day administration of class registers
Additional Duties		<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. To promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility. Actively engage in the staff and school review and development process. Continue personal professional development as agreed

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

Sexey's School will be joining Quantock Education Trust and the post-holder will need to be willing to engage in cross-Trust working.