



Job Description

JOB TITLE	Data Support Officer
JOB FAMILY	Office Admin
PHASE	Primary
HOURS	37
REPORTING TO	Office Manager
RESPONSIBLE FOR	n/a

Job Purpose

Accurate input to, and maintenance of, the schools data management facilities.

Duties and Responsibilities

- Complete the School Census and government statistical returns
- Assist with building, maintaining and production of the schools timetable
- Oversee the School trips and events for School
- Working closely with the Academy Data Team to support the Academy's systems and in the productions of reporting data i.e. student progress reports to parents
- Maintenance of student reports and assessment (grade sets, mark sheets and report templates)

ARBOR System

- Manage system permissions, issuing passwords and ensuring all staff have correct access to the information management system.
- Assist with the co-ordination and completion of the school census and other government returns
- Assist with the development and support of the common transfer system to provide consistency of data from school to school
- Upload and update student data
- Maintain the behaviour management procedures and records, accomplishments, certificates and associated reports



SEN Admin

- To provide a comprehensive administration service supporting the SENCO and inclusion staff as appropriate.
- To maintain and update the SEN Register and other records, updating staff accordingly.
- The post holder will provide administrative support for all child/ school meetings and processes that link to the special educational needs of our pupils
- To support the EHCP/Annual Review process
- To be maintain medical records and create individual care plans.

Management of school Admissions

- Manage the admission and migration of all pupils on roll in co-operation with the AIC
- Liaise with the local authority in regard to Admission numbers
- Create and manage class lists each Academic year

School Trip Management

- Oversee the management of School trips
- Responsible for Evolve risk Assessments

Office Administration

- Responsible for ensuring all staff and students have access to educational systems in school e.g libresoft, TTRS, Language Angels, AR
- Assist in school enquiries from parents, pupils and external parties are dealt with and responded to in a timely and courteous fashion.
- To deal with communication between school and parents, letters, website, Facebook, Arbor
- Any other duties commensurate with the post

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school



- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility at New Horizons Primary School

- Oversee the administration of the Coastguards Before & After School Club including new applications, invoicing and debt management.
- Support with First Aid when required by the school
- Support with lunch time cover when required by the school



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at New Horizons Primary School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Data Support Officer

Name:

Signed:

Date: