

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Data and Assessment Officer

GRADE: Range 3

PATTERN: 22 hours a week, 38 term time weeks including 3 INSET days and possibly an additional 2 INSET days on a timesheet. Also, ideally 44 hours in the summer holiday.

RESPONSIBLE TO: Data Manager

Key Role

Primarily, to assist the Data Manager in the development and maintenance of the school assessment, recording and reporting database, collecting data from teachers and external agencies, and providing reports and support to teachers and parents.

Main Responsibilities

- To administer the school's system for assessment, recording and reporting student progress in line with school policy
- To request, collect and input data from teachers on student attainment, achievement, classes and courses and to manage this data in school MIS system
- To generate reports and administer the distribution of reports to parents and key stakeholders
- To monitor and verify the quality of reports home to parents, ensuring accuracy, consistency and completeness of inputs by mark sheet/data owners
- To support staff in the use of Assessment Manager
- To assist in the provision of student data and associated analysis to staff
- To administer the annual student data collection process update at the start of the academic year, and as required through the academic year
- To assist in the provision of student class lists for staff
- To work with the Data Manager to carry out regular data cleansing and housekeeping in the school MIS
- To distribute student timetables at the start of the academic year, and as required through the academic year
- To support the Data Manager with the administration for 3rd party applications which utilise school data for example: Kerboodle, Educake, etc.
- To support the Data Manager in the maintenance / updating of the existing Data sheets
- To support the Data Manager in the admin with the DfE and Local Authority such as School Census, Free School Meals checks, CTF files
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School
- To participate in the School's appraisal system

- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported
- To contribute to the ethos and aims of the school
- To undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager

Duties may vary from time to time, as required by the Headteacher, within the broad remit of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

June 2024