



Cleeve  
Park  
School

## DATA OFFICER

Permanent, 36 hours per week, 40 weeks per year

Salary: Bexley scale 9, Full time range is £28,992 - £31,557 to be paid pro-rata

**About the role:** Cleeve Park School is seeking to appoint an enthusiastic, ambitious and driven Data Officer to join us in June 2021. This is an exciting opportunity for a candidate with outstanding data skills to join our journey of improvement. As Data Officer, you will work as a key part of the data and exams team to ensure the schools data is accurate and timely to meet the needs of the school.

Cleeve Park is a place where traditional values meet innovation. If you want to join a highly successful team who are passionate about the very best education for our young people, then we want to hear from you.

We are a popular 11-18 school, providing an excellent education for all our students, with a commitment to learning, pride in our community and sharing success in all we do. We are situated in attractive grounds in the south of Bexley and located within easy reach of the M25 with good access to both central London and rural Kent. We have excellent facilities, including a 3G astro pitch and state of the art fitness centre.

If you are seeking a role to build on and develop your already proficient data skills to meet the needs of our various stakeholders enabling them to make a difference to students progress and outcomes, then Cleeve Park is for you. We require someone who will share our passion and ambition to provide an excellent education for all our students. We have a strong commitment to staff wellbeing and see work/life balance as a vital element to a fulfilling career. You will receive ongoing support and CPD opportunities across the school and wider TKAT family.

We are committed to safeguarding the welfare of students and expect all staff to share this commitment. An enhanced DBS check will be required for the successful applicant.

If you would like to arrange a conversation with Deputy Headteacher responsible for this area, Naomi Kowalczyk, please contact us for a convenient time.

We reserve the right to close the application process early if suitable candidates apply.

Download details & an application form from the school website: [www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

Closing date for applications: 14th May 2021

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Cleeve Park School, Bexley Lane  
Sidcup, Kent  
DA14 4JN

Tel: 020 8302 6418  
Fax: 020 8308 1571  
Email: [enquiries@cleevepark-tkat.org](mailto:enquiries@cleevepark-tkat.org)

Headteacher: Mrs Alex O'Donnell  
Company Registration Number: 6455757



<b>DATA OFFICER JOB DESCRIPTION</b>	
<b>ACCOUNTABLE TO</b>	Finance and Data Manager
<b>SCALE</b>	Bexley scale 9    40 weeks / 36 hours per week
<b>DURATION</b>	Permanent
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>● Maintain the schools tracking and assessment data.</li> <li>● Oversight of all school data held in SIMS either to support other areas in the school to maximise the use of SIMS or produce data for end-users.</li> <li>● Maintenance and production of various systems to support the data provision to meet the needs of the school and its stakeholders</li> <li>● Support to GDPR champion as required.</li> </ul>
<b>Key Area</b>	<b>Responsibility</b>
<b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> <li>● Production and maintenance of SLT/Governor tracking and assessment data</li> <li>● Carry out year end processes and set up of new year in SIMS including the options module</li> <li>● Lead on the maintenance of SIMS course manager working with the Exams Officer</li> <li>● Provide an oversight of the full range of data held in the school working with staff in other areas including attendance, SEND, Behaviour, 6<sup>th</sup> form to ensure data can be recorded and produced to meet the needs of the school</li> <li>● Produce reports as necessary to meet the various requests both internally and externally for a range of data</li> <li>● Maintain and where necessary develop the generation of reports for parents ensuring the accuracy of data provided.</li> </ul>
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>● Data held and produced is timely and accurate</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>● Develop and maintain knowledge of DfE data measures and information to be recorded and produced by schools</li> <li>● Develop a broad knowledge of the capabilities of SIMS and how data can be produced particularly in terms of the reports area of the system.</li> <li>● Participate in further training and professional development aimed at meeting needs identified in performance objectives.</li> </ul>
<b>Discipline, health and safety</b>	<ul style="list-style-type: none"> <li>● Maintain good order and discipline and safeguard the health and safety among students both within the school premises and when they are engaged in authorised school activities elsewhere.</li> <li>● To work in accordance with the guidelines set out in the school Health and safety policy and specific areas.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>● Promote the school's values and ethos in accordance with the School's Professional Code.</li> <li>● Work actively to develop professional expertise by participating in ongoing professional development.</li> </ul>
<b>Review of job description</b>	<ul style="list-style-type: none"> <li>● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</li> </ul>

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**DATA OFFICER  
PERSON SPECIFICATION**

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
<b>1. Education &amp; Qualifications</b>	<p>You will have a sound general education sufficient to meet the operational and intellectual requirements of the post</p> <p>Evidence of having maintained professional development by seeking further qualifications and/or attending courses relevant to the post</p>	<p>Job related numerate or information management based qualifications</p>
<b>2. Experience &amp; Data Analysis Skills</b>	<p>Experience of working in a busy office or equivalent place of work exercising a range of administrative functions</p> <p>Well developed IT skills in a range of software applications particularly Excel</p> <p>Able to assimilate technical and other information</p> <p>Experience of managing databases</p> <p>Ability to analyse complex data, identify trends and patterns, draw conclusions and identify the issues raised by the data</p>	<p>Paid or voluntary work experience in an education environment at any level</p> <p>Knowledge and experience of school data systems including the School Information System (SIMS) and /or Assessment Manager, or other similar school MIS system.</p> <p>Knowledge and experience of school performance data – RAISEonline, assessment data, public examinations data, value added systems etc</p>
<b>3. Communication &amp; Interpersonal Skills</b>	<p>Good interpersonal skills – at ease with people &amp; able to engage with personnel at a variety of levels</p> <p>Good teamwork skills to be able to be effective at working with teachers, support staff and managers to understand and meet their data needs</p> <p>Good communication skills – able to present data to non-specialists verbally and in writing</p>	<p>Experience of providing presentations and/or training to others - either data related or in other contexts</p>
<b>4. Attitude &amp; Motivation</b>	<p>Enthusiastic about using data to support the school and raise achievement</p> <p>A self starter who is able to be proactive to establish the school's data needs and deliver solutions within agreed deadlines</p> <p>Committed to own professional development, able to identify training needs and look for opportunities to meet them</p>	

	<p>Able to work independently, organise your own time and exercise initiative at work</p> <p>Interested in learning about best practice in all aspects of the job and able to apply learning to develop new approaches</p> <p>Well organised – able to manage a busy workload on own initiative</p> <p>Flexible and adaptable in your approach to working in an organisation where unexpected demands can arise at any time</p> <p>Flexible approach with regard to all administrative duties asked of you</p>	
<p><b>5. Personal Qualities</b></p>	<p>The post holder will be dealing with a range of stakeholders and will often be a key point of contact with, and will therefore represent, the school. It is therefore expected that the post holder will have a strong personal and professional presence and a meticulous, energetic, friendly personality with a good sense of humour.</p> <p>You will need to have good decision making skills in order to make reasoned, common sense judgements on the spot</p> <p>Able to remain calm and work under pressure.</p> <p>Autonomy - able to work on own initiative, take responsibility &amp; show adaptability &amp; enterprise.</p> <p>Willing and able to maintain a formal and professional appearance and a high standard of conduct at all times.</p> <p>High level of organisational skills</p> <p>Able to comply with the confidentiality requirements of the post</p>	<p>Evidence of having worked in contexts that involve young people.</p>