

JOB DESCRIPTION

Job Title: Data & Reporting Officer
Reporting to: MIS Manager

Grade/Salary Range: E7 – E12
Hours: Term Time + 3 Weeks

JOB PURPOSE

The Data Officer is responsible for the accurate management, monitoring, and reporting of student assessment data across the school. They ensure systems are set up correctly, deadlines are met, and information is communicated effectively to staff, students, and parents.

MAIN DUTIES AND RESPONSIBILITIES

Marksheets & Data Collection

- Create and maintain marksheets with accurate criteria and targets.
- Monitor data entry, resolve anomalies, and ensure timely completion.
- Act as the first point of contact for staff and parent queries related to reports.

Target Setting

- Collect and process assessment data to generate student targets at each key stage.
- Input and maintain targets in Data management software
- Update targets when students join or change courses.

Reports & Communication

- Set up and quality-check report cards for accuracy.
- Generate, distribute, and release reports via Arbor and hard copy.
- Prepare accompanying letters and emails; manage parent queries.

Systems Management (SISRA / ALPs / FFT)

- Maintain annual setup of Data management software, including student and subject updates.
- Upload assessment data and generate reports for staff use.
- Ensure FFT curriculum setup and cohort accuracy; upload CAT and KS4 data.
- Create and maintain student profiles across relevant software platforms.
- Collect and input KS2/KS4 prior attainment, FFT targets, and GCSE averages for all students.
- Maintain records of KS2 data gaps, CAT scores and prior attainment status.
- Provide formatted data sets in response to staff requests.

Admissions & Transition Data

- Ensure prior attainment data for new students is received and accurately inputted.

Exams Support

- Provide occasional support to the Exams Officer and wider exams process.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.

- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: November 2025

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION



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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> A qualification in English/literacy and mathematics/numeracy, with a pass at GCSE Grade 4/ C or equivalent. 	<ul style="list-style-type: none"> A Levels or equivalent Degree or equivalent
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Has strong analytical skills and experience handling and presenting data (EXCEL/MIS, or similar tools). Is detail-orientated, highly organised and proactive in problem solving. Can work effectively with a range of stakeholders, including school leaders and teaching staff. 	<ul style="list-style-type: none"> Experience in a school or education setting Knowledge of GDPR and data protection legislation.
Work-related Personal Qualities	<ul style="list-style-type: none"> Professionally discreet and able to respect confidentiality Flexible approach to tasks Self-motivated and willing to work as part of a team Ability to work to deadlines and methodical approach to work. Good time management Ability to work and communicate with staff and parents Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 	<ul style="list-style-type: none"> Has a genuine interest in using data to improve outcomes for young people.
Other Work Requirements	<ul style="list-style-type: none"> Suitability to work with Children Fluent in spoken and written English to an appropriate level for the role. Right to work in the UK. 	