

## Job Description & Person Specification

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<b>Job Title</b>	Data & MIS Officer
<b>Responsible to</b>	Vice Principal (Curriculum & Assessment)
<b>Job Purpose</b>	The Data & MIS Officer plays a vital role in maintaining accurate and secure student and school data to support effective decision-making. You will oversee the school's Management Information System, ensuring data is up to date, compliant with statutory requirements, and used strategically to monitor student progress, attendance, and performance. The role involves producing timely reports, managing statutory returns, supporting GDPR compliance, and training staff in data systems. By enabling clear analysis and informed planning, the Data & MIS Officer supports the Senior Leadership Team and teaching staff in improving student outcomes and ensuring the smooth, efficient operation of the school's data processes.

### Key Responsibilities

#### Data Management & Reporting:

- Oversee the accuracy, integrity, and maintenance of all data held in Arbor and other MIS platforms, ensuring compliance with DfE requirements and data protection legislation.
- Manage system permissions, user access, and provide in-house training and support for staff on MIS use and data analysis tools.
- Monitor academic performance using internal assessments and external data (e.g. national datasets, DfE performance tables).
- Create and manage target grades in collaboration with the Vice Principal, ensuring alignment with national benchmarks.
- Produce and present detailed, timely analysis and data reports to support SLT, Subject Leaders, and Governors in raising achievement, identifying trends, and implementing interventions.
- Support assessment reporting, ensuring timely and accurate communication of grades to parents in line with the school's assessment policy.
- Manage and submit all statutory returns (e.g. termly school census, DfE tables checking) ensuring full compliance and accuracy.
- Collect, analyse, and report on quality assurance data (e.g. student voice, parent surveys, staff feedback).
- Manage the collection and import of external data (e.g. prior attainment, student transfers).
- Lead or support data meetings with SLT, staff, and governors.
- Maintain accurate student and contact records, ensuring accurate admissions and enrolment data.

#### Systems Administration:

- Oversee and maintain data systems and software packages (e.g. Arbor).
- Ensure full functionality of MIS modules and implement year-end transitions, including setting up registration groups, course changes, teacher allocations, and room adjustments.
- Provide data preparation and entry support, including admissions, attendance, and assessment.
- Design and manage report templates, grade sets, and mark sheets.

- Promote and support the use of digital systems for data collection and analysis across the school.
- Advise staff on best practices for using MIS tools and provide targeted training as required.

### **Curriculum & Timetable Support:**

- Manage the options process, including student class assignments and class size balancing.
- Support with timetabling administration, ensuring accurate setup of Course Manager and sixth form study programme data.
- Maintain smooth transitions across academic years, including roll-over processes and accurate timetabling data.
- Ensure data transfer between schools is managed efficiently during student transitions.

### **Attendance & Pastoral Data Support:**

- Record, monitor, and analyse attendance data; work with SLT on persistent absentees and liaise with inclusion teams and LAs.
- Ensure compliance with statutory off-roll regulations and maintain attendance-related correspondence.
- Provide support in managing persistent absentee data, including drafting relevant letters and reports.
- Assist in register oversight, including opening/closing of registers and support with parental communication.

### **Team & Administrative Support:**

- Collaborate across admin teams to ensure continuity during high-volume periods or staff absences.
- Assist in data entry for key school functions (e.g. exams, behaviour, rewards, detentions).
- Generate standard and ad hoc reports, certificates, and mail merges for SLT and Heads of Department.
- Provide support with reception cover and ensure robust adherence to safeguarding and visitor protocols.
- Support parent and student queries regarding online access to school data (e.g. Arbor Pay portal).

### **General Responsibilities:**

- Stay up to date with developments in educational data, MIS software, and regulatory requirements.
- Carry out duties in accordance with the school's health and safety and safeguarding procedures.
- Undertake any other reasonable duties in line with the nature of the role, as directed by senior staff.

### **Scope of the Job Description:**

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post, and therefore, you may be required to perform other duties as requested by your Line Manager. The duties may need to be varied to meet the changing demands of the academy at the reasonable discretion of the Principal and School Business Director. This job description does not form part of the employment contract. It describes the way the postholder is expected and required to perform and complete the particular duties.

### **Safeguarding of students and Duty of care:**

All staff, regardless of role, level of seniority, and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils. We expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns they may have. All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, you must know what actions to take.

## Person Specification

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The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, knowledge, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for.

Criteria	Essential	Desirable
<b>Qualifications &amp; Training:</b> <ul style="list-style-type: none"> <li>GCSE Maths and English at Grades C/4 or above (or equivalent)</li> <li>Evidence of ongoing professional development.</li> <li>Degree or relevant qualification in data management, IT, or education.</li> <li>Training in the use of school MIS (e.g. SIMS, Arbor, or Bromcom).</li> </ul>	✓ ✓	✓ ✓
<b>Experience:</b> <ul style="list-style-type: none"> <li>Proven experience managing data in an educational or administrative setting.</li> <li>Experience producing reports and analysing data for performance tracking.</li> <li>Familiarity with statutory returns such as school census and DfE reporting.</li> <li>Experience in a secondary school environment.</li> <li>Involvement in assessment tracking, exam data, or timetabling.</li> <li>Experience supporting staff with MIS use and data interpretation.</li> </ul>	✓ ✓ ✓	✓ ✓ ✓
<b>Knowledge &amp; Skills:</b> <ul style="list-style-type: none"> <li>High proficiency in Microsoft Excel and confidence with data systems.</li> <li>Strong analytical skills with attention to detail and accuracy.</li> <li>Excellent organisational and time management abilities.</li> <li>Understanding of data protection regulations (GDPR).</li> <li>Knowledge of UK education performance measures (e.g. Progress 8).</li> <li>Understanding of safeguarding principles as they relate to data.</li> </ul>	✓ ✓ ✓ ✓	✓ ✓
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>Strong communication and interpersonal skills.</li> <li>Discreet, trustworthy, and able to maintain confidentiality.</li> <li>Proactive, solution-focused, and able to work independently.</li> <li>Flexible, adaptable, and able to work under pressure to meet deadlines.</li> <li>Commitment to the school's vision, values, and continuous improvement.</li> </ul>	✓ ✓ ✓ ✓ ✓	