



MILL HILL COUNTY HIGH SCHOOL

Promoting Harmony – Aiming Higher – Achieving Excellence

Title of Post:	Data Officer
Salary:	SCP 12 – 15, £22,683 - £23,931
Commencement:	November 2021 or sooner
Contract:	36 hours per week
Weeks per Year:	Term Time Only plus 3 weeks, including pre-results days, results days and the last two weeks of August
Purpose:	To ensure the effective use of SIMS across the school, ensuring data is kept accurate and up to date.
Responsible for:	Data administration
Reporting to:	Head of Analytics

Job Description:

- Responsible for managing our information management system (SIMS), including but not limited to the following:
 - Managing the assessments module, including the creation and maintenance of mark sheets
 - Ensuring the timely collection of internal assessment data, providing support to teachers where necessary
 - Creating and managing the distribution of student reports
 - Managing the co-ordination, completion and submission of the school census and school workforce census
 - Maintaining system permissions including issuing passwords and user rights.
 - Generating, uploading and downloading Common Transfer Files as and when students leave/join.
 - Creating data reports on request
 - Inputting and maintaining staff and student data in SIMS, ensuring data is accurate and up to date.
 - Downloading and uploading KS2 prior attainment data for new entrants
 - Preparing and managing new academic years in SIMS
 - Populating course memberships in readiness for each academic year and maintaining these throughout the year
 - Assigning students and teachers to form groups
- To cover the role of Attendance Officer and Cover Manager in the event of absence
- Processing requests for Free School Meals
- To provide support for office staff in using IT systems such as SIMS and Microsoft applications
- To undertake all reasonable requests by the Head of Analytics.

Knowledge, Experience and Skills

Essential:

- Excellent ICT practitioner
- Highly accurate when dealing with data, with strong attention to detail
- The ability to demonstrate initiative and independence
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent time manager with the ability to work to tight deadlines
- Excellent attendance and punctuality
- Highly organised and efficient
- Flexibility in responding to new and changing priorities
- The ability to communicate effectively with a range of stakeholders
- Good team player with a positive attitude
- Demonstrates the school values of Aiming Higher, Promoting Harmony and Achieving Excellence
- Demonstrates the importance of confidentiality

Desirable:

- Previous experience of using SIMS
- Previous experience of working within a similar role
- Previous experience of working within a school setting

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.