

DOVER GRAMMAR SCHOOL FOR BOYS



Support Staff Job Description – Data Officer

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

Employees will be expected to comply with any reasonable request from the 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 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.

Specific Duties

Post	Data Officer
Core Purpose	To lead on and have strategic oversight of the implementation, management and use of the school's data management systems; to manage all aspects of the school's examination requirements
Contract Type	- KSD £27,904 - £29,020 fte, actual £13,206 - £13,734 actual - Permanent, Term-Time plus 5 days (39 weeks)
Hours	20 hours a week, 8.30am – 1pm Mon – Fri with a 30 minute unpaid break - There is some flexibility around these hours for the right candidate
Line Management	Deputy Headteacher (Outcomes)

Main Duties	- Management of SIMS within the school - The creation and management of Assessment Reports and templates - Management of the admissions systems - Management of the school census - Provision of support to the school's timetable - Support to Senior Leadership Group (SLG) and general office administration.
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Additional Duties	• To address the appraisal targets set by the Line Manager • To play a full part in the life of the school community, to support its distinctive aim and ethos, and to encourage students to follow this example • To promote actively the school's corporate policies. • To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate • To show a record of excellent attendance and punctuality • To adhere to the school's policies and specifically the code of conduct • To engage positively in meetings with colleagues and parents • To attend training sessions as agreed with your Line Manager
Liaising With:	• Headteacher, Senior Leadership Group, Extended Leadership Group, Subject Leaders and relevant teaching and support staff, parents, examination boards and outside agencies as required.
Disclosure Level:	• Enhanced