

## **King Edward VI King's Norton School for Boys**

### **Job description**

Data & Assessment Officer

Full time 36.5 hours per week, term time only plus 10 days

Grade 3

### **Job purpose**

- To support the operation of a comprehensive data management service to the school and its key stakeholders.
- To support the continual progress and development of the school data system ensuring simplicity, accuracy, and automation in line with developments in technology to ensure maximum efficiencies.
- To support the administration of Bromcom and other databases across several key areas to facilitate the raising of standards in school.

### **Duties & Responsibilities**

- To proactively support the vision, ethos and values of King's Norton Boys' School
- 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 to undertake work of a similar level that is not specified in this job description
- Using BROMCOM to accurately input, extract data and collate information for analysis. This includes running BROMCOM reports
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required. About Student outcomes (assessment and target data)
- Support the maintenance of accurate lists of teaching groups and sets on the school BROMCOM database.
- To assist in the development of value-added and target-setting data in Years 7 – 11.
- Support the Deputy Headteacher Creating, maintaining and updating computer records - target setting systems and data tracking systems such as SISRA & BROMCOM
- Producing and printing reports - Internal data tracking student reports - Full-school reports
- To undertake such other duties and/or training as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Other duties as may be requested by Line Manager or Headteacher.

### **Supervision Received**

- Plan own work to ensure the meeting of defined objectives

### **Special Conditions**

- This post requires a high level of understanding of data management and its complexities. There is a very high demand for precision, frequent decision making and the ability to exercise and use own initiative.

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**Person Specification**

**Job Title: Data & Assessment Officer**

**Grade: 3**

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Measure by A – application S – Selection method I - Interview</b>
<b>Qualifications</b>		
Adequate level of Literacy and numeracy (GCSE grade C or equivalent in English & Maths)	E	A /I/ S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Experience in a similar role is desirable but not essential	D	A/I/S
Experience in the use of spreadsheets, especially Excel	E	A/I/S
Experience use School MIS systems eg: BROMCOM/ SIMS/ SISRA	D	A/I/S
Ability to work in an organised and methodical manner whilst dealing with conflicting demands.	E	A/ I/ S
Ability to complete tasks and interpret information	E	A / I /S
Ability to maintain efficient record keeping systems	E	A / I / S
Ability to assist with the production of accurate records and reports as required.	E	A/ I/ S
Ability to communicate with a wide range of people	E	I
Ability to identify work priorities and manage own workload to meet deadlines and manage workload	E	I
Ability to maintain attention to detail	E	I
Ability to show sensitivity and objectivity in dealing with confidential issues.	E	I
Relevant IT skills	E	I
Excellent verbal and written communication skills	E	I
Ability to be a flexible worker due to the different demands of the role	E	I

Effective team worker	E	I
An ability to always provide high level customer care	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	I
An ability to remain calm under pressure	E	I
A friendly, professional, and respectful approach	E	I