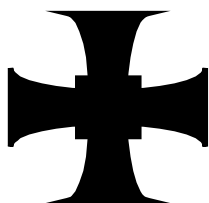


Trinity School, Carlisle



Job description

Job Title: Data Officer

Scale: OS7

Post holder:

Hours: 37 per week, term time
plus INSET plus 2 weeks

Team Leader: Christine Dockerty

Appraisal Team Leader: Christine Dockerty

Job Purpose:

- To organise the school's systems for statistical data gathering and analysis.

Main Responsibilities:

- To be responsible for the development and maintenance of statistical record/information systems;
- To take a lead role in the administration of interims and annual reports;
- To take responsibility for and develop the use of the analytical software packages SISRA, Asset, Alps KS4, Alps KS5 and Oxford Analytics;
- To provide detailed analysis and evaluation of data and produce detailed reports/information as required;
- To assist the Examination Officer to provide high level administrative support in exams;
- To manage complex administrative procedures;
- To undertake research and obtain information to inform decisions;
- To share expertise and skills with others;
- To work collaboratively with colleagues to protect and safeguard students;

- To participate in training and other learning activities as required;
- Undertake other duties, appropriate to the post, as may be required from time to time