



**ATHENA**  
LEARNING TRUST

## Data Officer

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Applicant Pack

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**Closing date:**

13th August 2024

**Interview date:**

21st August 2024

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## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	Data Officer
<b>School Base:</b>	Camborne Science and International Academy
<b>Closing Date:</b>	13/08/2024
<b>Interview Date:</b>	21/08/2024
<b>Vacancy Start Date:</b>	asap
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£14.18 - £16.24 ph



## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Car Schemes:** car schemes that cater to your commuting needs

**Perkbox:** discounts, benefits, and rewards to enhance your lifestyle

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## Role Summary

Organise and input data in order to accurately maintain pupil computer records (as per regulations), class lists and timetables.

To lead on the design, generation and timely dissemination of student reports across all key stages and in line with the reporting & assessment schedule.

## What you will be doing

### Build Knowledge

- Provide strategic management support to establish and maintain effective school ICT practices.
- To support in analysing a wide variety of data relevant to all departments within the school.
- Create, enforce and monitor policies for effective data management.
- Provide efficient and effective organisation of the school's assessment, reporting, recording and tracking systems.
- To be responsible for your own continuing self-development, undertaking training as appropriate.

### Build Trust

- Ensure electronic software to safeguard privacy and security is updated as necessary.
- Design and implement compliant data protection principles, in accordance with the school's Data Protection Policy.
- Store and analyse data, paying particular attention to security and confidentiality.
- Foster a positive and supportive atmosphere within the Data Office by being considerate and approachable, creating a conducive environment for effective collaboration.

### Prioritisation

- Work alongside the Principal and other relevant members of staff to complete appropriate returns of information to the DfE and other statutory bodies, and assist with processing information returned from the DfE and other statutory bodies.
- To ensure the school has an integrated management information system (MIS) approach, ensuring the consistency, accuracy, integrity and timeliness of the data input into the school's MIS

### Clarity and Energy

- Remain up-to-date with best practice developments relating to data and information, including statutory procedures, to ensure the school's internal processes are effective. .
- To be the specific point of contact with the local authority and 3rd party software providers for data related issues.

### Follow Up

- Understand, and ensure that the school complies with, the requirements of the GDPR and Data Protection Act 2018, and carry out work in accordance with these requirements
- Oversee the processing of assessment data, i.e. ensuring accurate pupil performance information is available each term, and as required on an ad hoc basis.
- Provide management information and pupil statistics to the SLT, middle leaders and external bodies as required.
- Investigate any discrepancies or anomalies in data and report findings to end-users.

## How you will be doing it

### Dream Big

- Deliver value opportunities for world class education for all students.
- Inspire ambitious educational goals by promoting teacher awareness and encouraging substantial knowledge-sharing.

### Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

### Be Kind

- To encourage acceptance and inclusion of all students.
- Implement thoughtful measures to accommodate students with special needs or circumstances, embodying kindness in promoting inclusivity during examinations.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

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.

You could reasonably be asked to work out of our partner sites to support where required.





## Qualifications

- 'A' level qualifications or equivalent, or demonstrated skills through work experience.
- GCSEs in Maths and English.

## Experience

- Minimum of 3 years' experience working in Data Management
- Experience of using an MIS, Gathering, storing and analysing data.
- Strong organisational and communication skills.

### *Desirable*

- A relevant qualification relating to software systems.
- Experience of the following:
- Working in an educational environment
- Maintaining accounts.
- Using Google Analytics and Sims



## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.