



Data Officer

£15,000 - £18,000, including full funding of L4 Data Analyst Apprenticeship

Required immediately

Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.

We seek an enthusiastic and motivated individual to be responsible for the day-to-day collection, organisation, input, analysis, presentation, and distribution of data in school. The successful candidate will be enrolled on a 18-month Level 4 Data Analyst Apprenticeship programme with Arch, as well as receiving bespoke training and support from experienced Data Managers within the Ark network. Under this programme they will quickly learn how to use a range of data tools, cutting edge visualisation tools, and other powerful and award winning analytics tools that have been developed in-house.

This is a fantastic opportunity, for an enthusiastic and ambitious individual looking to develop their career in the field of data science, while making a difference in a school, and supporting the work of our central Systems & Data team.

Outstanding management of data can make a significant difference in schools and to the lives of young people. The successful candidate will therefore perform a key role in ensuring the optimisation of processes to collect, review, and analyse data to support school leaders and teachers to take informed decisions. This includes the effective management of all core data for the school which relates to pupils and is stored within the school management information system or our own proprietary data systems. The appointed person would ensure the integrity and quality of data held throughout the year, and ensure that analysis and insights from the data are accurate.

Our ideal candidate will

- Have good school level qualifications, preferably up to A-level, in Maths
- Be highly numerate with a keen attention to detail
- Be a pro-active self-starter and a natural problem solver
- Be great at communicating with peers, managers and colleagues alike

Aligned with the Ark Schools' vision and values and comfortable working in a school setting





Ark Walworth Academy

Our staff are:

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of behaviour, academic success, and wellbeing for all in our community
- Resilient, reflective and thoughtful professionals, seeking to develop themselves with us

In return, we offer:

- An externally recognised progression route with the support of a nationally recognised network
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (ATT, PGCE, TeachFirst, NowTeach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees*.
- A dedicated Employee Assistance and benefits package from Ark

Further details about the post and how to apply can be found on our website www.walworthacademy.org. Visits to the school are warmly welcomed.

Closing date: 5th June 2019

Interview date: 10th June 2019

We look forward to receiving your application



Ark Walworth Academy

Data Officer

Reporting to: SLT Lead responsible for Data and Central Data Field Officer
Start date: ASAP
Work Pattern: Fulltime
Salary: £15,000 - £18,000 including full funding of L4 Data Analyst apprenticeship qualification

Key Responsibilities

- **Support schools with their day to day data management requirements**
 - Maintain processes to support effective day-to-day operation of the MIS and associated data systems.
 - Maintain and regularly review the validity and integrity of the data held within the MIS and associated data systems.
 - Support in-school colleagues in the use of the MIS and associated data systems, in order to develop capacity within the school.
 - Support school leaders by utilising tools to develop annual curriculum planning, timetabling and teaching group management tasks.
 - Support school leaders and teachers around key assessment cycle tasks, including data entry and reporting.
 - Ensure that all external data returns are completed accurately and punctually.
 - Perform housekeeping activities within the school MIS following termly data audits.
 - Manage the cover requirements of the school on a daily basis.
 - Manage the interaction between internal and external systems necessary to facilitate effective running of the school.
- **Communication across the network**
 - Build links with other data officers across the network, and share good practice.
 - Work with the wider data and systems to ensure robust and effective procedures and supporting documentation are in place for the on-going use and development of Ark School's data function.

This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Ark Walworth Academy

Person Specification: Data Officer

Qualification Criteria

- GCSE A/B grades in Mathematics, English (IT or Computing desirable)
- A-level A/B grades in Mathematics or Computing/Computer Science desirable
- Right to work in the UK

Knowledge and Experience

- The successful candidate should be able to demonstrate high levels of numeracy
- Experience of any of the following would be highly advantageous:
 - MS Excel
 - MS Access
 - Tableau
 - SQL database systems

Skills and abilities

- Have an interest in data management and analysis, particularly in Education
- Good attention to detail
- Vision aligned with Ark
- The ability to skilfully manage and maintain effective working relationships
- Be able to communicate on a technical level with other IT professionals, and in non-technical terms to academic colleagues
- The ability to follow instructions accurately
- Strong interpersonal, written and oral communication skills
- Highly computer literate, with particular skill using spreadsheets
- Strong organisational and time-management skills
- The ability to work well under pressure
- The ability to be decisive
- High levels of honesty and integrity
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring
- Passion, resilience and optimism to lead through day-to-day challenges
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion



Ark Walworth Academy

- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- The ability to manage confidential and sensitive information in a professional manner
- Confidence and self-motivation

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check



Ark Walworth Academy

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy

Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.

May 2019