# Ashmole Academy Trust
# JOB DESCRIPTION

**JOB TITLE:**        Data Officer

**GRADE:**        Pay Point 21-24

**PURPOSE OF JOB:**        To manage aspects of the school management system, Bromcom, to include Cover and data entry

**RESPONSIBLE TO:**        The Head Teacher in all matters and to the Leadership Team member responsible for the school's operational activities.

**EMPLOYMENT DUTIES:**        The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

## General

- To make effective use of the school management system, Bromcom
- To manage all data entry into Bromcom
- To operate the school's data processing with students targets, assessment data, mock and predicted data.
- To operate the school's cover system under the direction of the cover manager.
- To provide cover report and statistics as required.
- To check national benchmarks at both GCSE and A Level
- To support teachers with data tracking sheets
- To attend during the summer examination results and produce all the necessary analysis and returns accurately and as required.
- Maintain e-communications with parents and to monitor the system and ensure records are up to date with maximum parental use.

## Bromcom

- To ensure you are aware of all the new updates and that these have been implemented
- To ensure all reports within Bromcom for pastoral teams are in place and training provided to Student services co-ordinators to run these reports
- To provide all other behaviour reports as requested by the leadership team.
- To ensure all cover arrangements within Bromcom are maintained.
- To ensure all cover arrangements are in place by 8am in the morning, to include classroom cover, lunch duties, room changes and ILR cover.
- To ensure all class lists are correct in Bromcom when provided by heads of departments
- To ensure all arrangements for the Year 12 enrolment day are in place and that all students, both internal and external, subject choices are recorded in Bromcom.
- To provide the leadership team information about the number of Year 12 students within each subject
- To provide the leadership team information about class sizes in Year 12 so that the leadership are able to make decisions on either collapsing a subject or class.

## SISRA

- To export student data from Bromcom into SISRA
- To manage the data aspects with SISRA to ensure all reports are accurate
- To have a full understanding of the reports produced by SISRA

**Applicaa Admissions+**

- With the Academy Admissions Officer, produce an appropriate application form and prepare the system to be online and ready for Sixth Form Open Evening
- Monitor the applications for admissions and produce meaningful reports to assist the Leadership Team and Admissions Officer to be prepared for enrolment
- With the Academy Admissions Officer, troubleshoot any issues with the system including liaising with the Academy IT department and the Applicaa development team
- To attend any relevant courses by Applicaa to include any video tutorials that are released
- To assist in training of the Admissions Officer, particularly in the processes required and the reporting available
- To prepare to use the system for enrolment

**Parents Evenings**

- To set up for parents evening in Bromcom
- To maintain the attendance data to parents evening, liaising with the relevant student services coordinator.
- Parent Questionnaires
- To produce a reports form all questionnaires completed by parents either via MCAS, email or paper copy