



Data Officer

Location: Ark Kings Academy

Open to discussion for 2 days of hybrid-working

Salary: Ark Support Scale 7, Pay Points 14-24 Outside London, £29,540-£35,412 pro rata

Actual Salary: £27,147.26-£32,543.63

Hours: 37.5 hours per week, Monday-Friday, 8:00am-4:00pm, 40 weeks per year

Contract: Permanent

Closing date: 9:00am on 30th June 2026

Start date: 1st September 2026

Be part of a truly 'Good' school now striving to be 'Outstanding' with a dedicated staff team.

About the role:

You will be instrumental in our vision “*At Ark Kings Academy, every individual will develop the character to thrive in life, education and employment.*”

To lead and manage the school’s data systems, reporting processes, timetabling, and statutory returns, ensuring the integrity, accuracy, accessibility, and strategic use of data across the school.

The postholder will be responsible for the effective administration and development of Bromcom and associated systems, providing accurate and timely analysis of attendance, behaviour, assessment, academic progress, outcomes, and contextual data to support school improvement, operational efficiency, and compliance with statutory requirements.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Our school values are: ‘Wisdom, Resilience, Kindness’ – and they permeate everything we do in school with our pupils, our parents, our staff, and the wider community. We recognise our



role in addressing inequality by ensuring that all pupils, regardless of circumstance have the opportunity to attain an excellent education.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “*understand the high expectations that staff have for them and strive to meet with*”. The strengths of our school include:

- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, ‘ready, respectful and safe’ and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.
- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.



Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You’ll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.
- ❖ Free soup in Autumn/Winter terms
- ❖ Free fruit in Spring/Summer terms

Ark Kings are deeply committed to staff wellbeing and work-life balance, which is why we offer an additional leave of absence day for personal commitments, along with a two-week October half-term—providing our staff with extra time to rest, recharge, and maintain a healthy work-life balance. These initiatives, alongside our comprehensive support systems, contribute to our well above national average benchmark for staff wellbeing and workload, as highlighted in our





latest staff survey. By prioritising the wellbeing of our team, we foster a positive and supportive working environment where staff feel valued, motivated, and empowered to deliver their best for our pupils.

How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead or Paige Britton, HR on 0121 459 4451.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.



Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Data Officer: Job Description

Key Responsibilities

Management Information Systems (Bromcom)

- Lead the day-to-day administration, maintenance, and development of Bromcom and associated school data systems.
- Manage the creation, amendment, and removal of staff and pupil accounts, permissions, timetables, and user access rights.
- Maintain accurate and up-to-date pupil and staff records, including admissions, leavers, roll changes, classes, groups, safeguarding indicators, SEN, PP, FSM, EAL, and other contextual data.
- Ensure the integrity, accuracy, consistency, and security of all data held within school systems.





- Troubleshoot and resolve data/system issues promptly and escalate where appropriate.
- Develop and maintain clear data processes and protocols to ensure consistency across the school.
- Provide training and support to staff in the effective use of Bromcom and reporting systems.

Timetabling

- Lead the production, maintenance, and amendment of the whole-school timetable.
- Manage timetable changes throughout the academic year, including staffing, rooming, curriculum, intervention, and examination adjustments.
- Produce and distribute accurate staff and pupil timetables.
- Support SLT with curriculum modelling and timetable planning.

Assessment, Reporting & Outcomes

- Lead the administration of all assessment data collection cycles.
- Ensure assessment systems and processes are efficient, accurate, and fit for purpose.
- Produce and quality assure termly academic reports for pupils and parents.
- Analyse and report on pupil progress, attainment, and outcomes at individual, class, subject, year group, and whole-school level.
- Produce analysis relating to:
 - Attendance
 - Behaviour
 - Academic performance
 - Progress
 - Vulnerable groups
 - Intervention impact
 - Outcomes data
- Provide clear and actionable data reports to SLT, middle leaders, governors, and external stakeholders.
- Support leaders in identifying trends, gaps, underperformance, and priorities for intervention.

Statutory Returns & Compliance

- Lead and complete all statutory data returns accurately and within required deadlines.
- Manage:
 - School Census
 - DfE submissions
 - Local Authority returns
 - Examination data submissions
 - Performance tables checking
 - KS4 destination data
 - NEET tracking and follow-up checks
- Maintain responsibility for the school's DfE Sign-in and associated portals relevant to data submissions and compliance.
- Ensure all statutory data is validated, checked, and signed off prior to submission.
- Liaise with external agencies, examination boards, the Local Authority, and the DfE as required.



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Data Analysis & Strategic Support

- Produce regular and ad hoc analytical reports for senior leaders and governors.
- Analyse contextual and demographic data to support school improvement planning and quality assurance processes.
- Support inspection preparation through the provision of accurate and timely data.
- Maintain and develop reporting dashboards and systems to improve accessibility and strategic oversight.
- Ensure leaders have access to accurate live data to inform decision-making.

Examinations & External Data

- Support the Examinations Officer with the import, validation, and analysis of examination data.
- Analyse external examination outcomes and performance measures.
- Ensure accuracy of pupil entries, classes, candidate information, and performance data.
- Support performance table checking and validation processes.

Data Protection & Safeguarding

- Ensure compliance with GDPR, data protection legislation, and school data policies.
- Maintain confidentiality and integrity when handling sensitive pupil and staff data.
- Ensure safeguarding-related data is accurate, secure, and appropriately accessible.

Other

- Actively promote the safety, welfare and wellbeing of all pupils
- Maintain full compliance with safeguarding, data protection and health & safety policies and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager
- Undertake relevant professional development and training.

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.

Data Officer: Person Specification

Qualifications

- GCSE Maths and English Grade C or above (or equiv) – essential
- Right to work in the UK - essential
- Relevant qualifications in office administration and IT application – essential
- Strong experience of working with MIS systems in an Education setting – essential

Knowledge, Skills and Experience



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- Advanced Excel and data analysis skills.
- Strong organisational and administrative skills.
- Excellent attention to detail and accuracy.
- Ability to work independently and meet strict deadlines.
- Strong understanding of school performance measures and accountability.
- Excellent communication and interpersonal skills.
- Ability to train and support staff effectively

Desirable

- Experience of timetabling software/processes
- Understanding of Progress 8, Attainment 8, and inspection-related data analysis
- Knowledge of destination measures and NEET processes.

Personal Characteristics

- Flexible, highly organised, and able to multi-task to meet deadlines.
- Approachable, positive, and calm under pressure.
- Strong sense of ownership and accountability with high attention to detail.
- Keen to learn and further develop skills.
- Sound judgement, especially relating to confidentiality and discretion.

Specific Skills

- Excellent written and oral communication skills.
- Strong IT skills, with confidence in Microsoft Word, Excel and Outlook.
- Ability to learn and operate new IT systems and databases.
- Excellent organisational skills and ability to prioritise workload.
- Understanding of confidentiality and discretion at all times.

Other

- Commitment to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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