Data Officer (Part Time)

Location: Ark Kings Academy (based on the Secondary Site, operating as an all-through role with responsibilities across both the Primary and Secondary phases of the academy).
Salary: Ark Support Scale 7, Pay Points 14-24 Outside London, £29,540-£35,412 pro rata
Actual Salary: £12,244.99-£14,679.07
Hours: 2 days per week, 8am-5pm, 39 weeks + 4 days per year
Contract: Permanent
Closing date: 9:00am on 25th November 2026, we reserve the right to close the vacancy early if a high volume of applications is received
Start date: As soon as possible

Be part of a truly 'Good' school with a dedicated staff team.

About the role:

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

Based on the Secondary Site and working across both the Primary and Secondary phases of our all-through academy, you will support the school's data systems, reporting processes, timetabling and statutory returns (including census), ensuring the integrity, accuracy, accessibility and strategic use of data across the organisation.

The postholder will be responsible for the effective administration, development and optimisation of Bromcom and associated systems, providing accurate and timely analysis of attendance, behaviour, assessment, academic progress, outcomes and contextual data. Through high-quality reporting and insight, you will support school improvement, informed decision-making, operational efficiency and compliance with statutory and trust requirements.

You will work closely with senior and middle leaders to ensure that data is used effectively to identify priorities, monitor impact and improve outcomes for pupils. The role will also support key operational processes including census returns, examinations administration, admissions, pupil tracking and performance reporting.

As with all roles at Ark Kings Academy, you will contribute to a culture where safeguarding and child protection are everyone's responsibility and are at the heart of all that we do.

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.

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)

- Be instrumental in the day-to-day administration, maintenance and development of Bromcom and associated school information systems.
- Administration, configuration and ongoing development of Bromcom modules, including attendance, behaviour, assessment, reporting, communications and parental engagement tools.
- Manage the creation, amendment and removal of staff and pupil accounts, permissions, timetables and user access rights, ensuring appropriate access controls are maintained at all times.
- Maintain accurate and up-to-date pupil and staff records across both the Primary and Secondary phases, including admissions, leavers, roll changes, classes, groups, safeguarding indicators, SEND, Pupil Premium, FSM, EAL and other contextual data.
- Ensure the integrity, accuracy, consistency and security of all data held within school systems.
- Troubleshoot and resolve data and system issues promptly, escalating where appropriate.
- Develop and maintain clear data processes, protocols and documentation to ensure consistency and compliance across the academy.
- Provide training, guidance and support to staff in the effective use of Bromcom and associated reporting systems.

Timetabling

- Produce, maintain and refine whole-school timetables, ensuring efficient deployment of staffing, curriculum time and accommodation.
- Manage timetable changes throughout the academic year, including staffing, rooming, curriculum, intervention and examination adjustments.
- Produce and distribute accurate staff and pupil timetables.
- Support senior leaders with curriculum modelling, staffing analysis and timetable planning.
- Produce timetable scenarios and curriculum analysis to support strategic planning and financial sustainability.

Assessment, Reporting and Outcomes

- Administer, quality assure and publish 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, phase and whole-school level.

- Produce analysis relating to:
    - Attendance
    - Behaviour
    - Academic performance
    - Progress
    - Vulnerable groups
    - Intervention impact
    - Outcomes data
- Develop and maintain reporting templates, dashboards and visualisations to support efficient access to key performance information.
- Provide clear, insightful and actionable data reports that support leaders in evaluating impact, identifying priorities and improving outcomes for pupils.
- Support leaders in identifying trends, gaps, underperformance and priorities for intervention.

Admissions

- Manage pupil admissions, enrolment and leaver processes across the academy, ensuring all records are accurate and statutory requirements are met.
- Coordinate admissions data and reporting, working closely with academy leaders, families and external agencies as required.
- Maintain accurate waiting lists and pupil records and support transition processes between phases.

Statutory Returns and Compliance

- 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 DfE Sign-in, Get Information About Pupils (GIAP) and other statutory submission platforms and accounts.
- 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.

Data Analysis and Strategic Support

- Produce regular and ad hoc analytical reports for senior leaders, governors, Ark Central and other stakeholders.

- Analyse contextual and demographic data to support school improvement planning, quality assurance and strategic decision-making.
- Support inspection preparation and self-evaluation through the provision of accurate and timely data.
- Maintain and develop reporting dashboards and systems to improve accessibility, efficiency and strategic oversight.
- Work proactively with academy leaders to ensure data is interpreted effectively and used to inform decision-making, school improvement planning and evaluation of impact.
- Support governors, Ark Central and academy leaders by producing data summaries, presentations and briefing papers as required.
- Ensure leaders have access to accurate, reliable and timely information to support academy priorities.

Examinations and External Data

- Work closely with the Examinations Officer to ensure the accuracy of candidate data, entries, results imports and performance measures.
- Support the import, validation and analysis of examination data.
- Analyse external examination outcomes, performance measures and national benchmarking information.
- Ensure accuracy of pupil entries, classes, candidate information and performance data.
- Support performance table checking and validation processes.

Data Protection and Safeguarding

- Ensure compliance with GDPR, data protection legislation, Ark policies and academy procedures.
- Maintain confidentiality and integrity when handling sensitive pupil and staff information.
- Ensure safeguarding-related data is accurate, secure and appropriately accessible.
- Act as a key point of contact for data governance matters, supporting staff to comply with data protection requirements and best practice.
- Contribute to a culture where safeguarding and child protection are at the heart of all that we do, ensuring concerns are reported and recorded in line with academy procedures.

General and Wider School Responsibilities

- Support and actively promote the academy's vision, values, culture and policies.
- Contribute to a culture where safeguarding and child protection are at the heart of all that we do, ensuring that concerns are reported and recorded in line with academy procedures.
- Attend relevant training, meetings and professional development activities and engage positively in performance management processes.
- Contribute to the safe, orderly and effective day-to-day operation of the academy and support operational requirements as directed, such as supporting with entry, dismissal, transitions and duty points.

- Actively support the academy's approach to behaviour, attendance, inclusion, personal development and pupil wellbeing.
- Contribute positively to whole-school and phase events, activities and initiatives, including assemblies, parent events, transition activities, enrichment opportunities and community engagement.
- Work collaboratively with colleagues across both the Primary and Secondary phases of the academy to ensure pupils receive a consistent, high-quality experience.
- Build and maintain positive relationships with pupils, families, colleagues, external agencies and visitors, communicating with professionalism, tact and diplomacy.
- Prepare and maintain accurate records, reports and documentation as required for the effective fulfilment of the role.
- Ensure compliance with all relevant academy policies and procedures, including safeguarding, data protection, equality, health and safety, confidentiality and professional conduct requirements.
- Work with Ark Central and colleagues across the Ark network to develop and share effective practice and contribute to academy and network improvement.
- Undertake relevant duties in support of educational visits, enrichment activities and academy events where required and appropriate to the role.
- Undertake additional training to support with wider school operational requirements, such as first aid and fire warden training.
- Demonstrate flexibility and a willingness to support the wider life of the academy. On occasion, this may involve working outside normal contracted hours with appropriate notice and in accordance with academy procedures.
- Undertake any other duties commensurate with the grade, responsibility and nature of the post as reasonably directed by the line manager.

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

- Advanced Excel and data analysis skills.
- Strong organisational and administrative skills.
- Experience running school census
- Experience with school MIS (preferably Bromcom)
- 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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