

Education Systems Data Officer - Virtual School

Band: 6, Salary: £27,363 - £31,067 per annum pro rata

Hours: 18.5 hours per week

Job type: Fixed Term for One Year

The Service

The Education Information and Performance Team is responsible for the management of education information for Portsmouth City Council and its partners, including collecting statutory data, and providing analysis and interpretation of data about children and young people.

What is the role?

Reporting to one of two Information Analysts in the Education Information & Performance team, and working closely with other colleagues, the role will:

- Provide specific support to track the educational achievement of Portsmouth's Looked after Children to support the work of the Virtual School.

This will include:

- Provision of training and guidance to the Virtual School Head, deputy head and caseworkers on the effective use of systems and analytical tools.
 - Updating the Education system to ensure data is correct and carry out any housekeeping as required.
 - Production of monthly/termly/year-to-date reports for pupils with known risk factors.
 - Production of termly pupil tracking reports.
 - Analysis and presentation of data for inclusion in the Virtual School Annual Report.
 - Analysis and presentation of data for Termly Governing Body meetings.
 - Support the collation, analysis and presentation of data in relation to pupil exclusions, reduced timetable, attendance and attainment at school.
- Update CCIS Core+ with the Destination data for all LAC and Care leavers, in order to support the submission of data to the Department for Education (DfE) in relation to young people's participation in education and employment.
 - Create the annual Activity Survey booklets, to provide analysis and presentation of young people's participation data for all Portsmouth school leavers.

Who is the person?

You will need:

Qualifications

The post holder would be expected to be qualified to at least Level 3, ideally within a data related discipline, or have equivalent relevant experience.

Experience / skills

- Advanced skills in using Excel to manipulate, analyse and present data
- Ability to analyse and interpret complex data
- Good knowledge of information management and data analysis, interpretation and presentation
- Knowledge and experience of database management, application and interrogation
- Understand the importance of confidentiality, data security and data protection responsibilities
- Good organisation and time management skills, able to meet deadlines
- Effective team worker
- Good communication and interpersonal skills with the ability to help colleagues specify their requirements and negotiate timescales and priorities
- Confident in working with a variety of professionals and managers in schools and other organisations
- Proactive and solution focused

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.