

Data Officer

The School Data Officer is responsible for managing and maintaining accurate, timely, and relevant data for educational purposes within the school. This role involves collecting, analyzing, and reporting on various types of data to support decision-making processes, improve educational outcomes, and ensure compliance with regulatory requirements. The School Data Officer collaborates with teachers, administrators, and other stakeholders to optimize data management practices and contribute to the overall effectiveness of the school.

He/She should:

- Develop and maintain detailed documentation for IT processes, protocols, and procedures.
- Collaborate with department heads to create, revise, and update SOPs ensuring compliance and efficiency.
- Ensure documentation aligns with data protection and privacy regulations.
- Perform data entry tasks for curriculum mapping software, ensuring accuracy and
- Generate reports and insights from gathered data to aid decision-making processes.
- Monitor and enforce data governance policies and standards within the IT Department.
- Work closely with stakeholders to ensure adherence to regulatory requirements regarding data protection and privacy.
- Provide guidance and support to teams regarding documentation best practices and tools usage.
- Conduct training sessions on SOPs, documentation processes, and data input methods.

Qualifications:

- Bachelor's degree in a relevant field e.g. Information Technology, Computer Science

- Proven experience in a similar role, handling IT documentation and data management.
- Strong understanding of data protection regulations (e.g., GDPR, CCPA) and their application in IT environments.
- Advanced proficiency in Excel, Google Suite, and Microsoft Office tools.

Qualities:

Dedication to the job, the ARIS core values, as well as good relations with students, staff and parents are the qualities sought. Exceptional organisational skills with a keen eye for detail. Excellent communication and interpersonal abilities for collaboration across departments. Ability to work independently and prioritise tasks effectively in a fast-paced environment.