

## Job Description Teachers and Support Staff

<b>Role:</b>	<b>Trust Data Manager</b>		
<b>School:</b>	Beckfoot Trust		
<b>Salary/Grade:</b>	PO3	37hours/week	Term Time + 3 weeks
<b>Reporting to:</b>	Finance Director		

### Core Purpose of the Post:

The Trust Data Manager's key role is to:

- Work alongside Executive Trust Leaders to help them develop common and accurate data systems that can be analysed at Trust level to track progress and inform strategy.
- To manage those systems effectively.
- To develop robust central systems for organisation, monitoring and analysis of the performance of our schools.
- Supporting individual academies with data management and systems.
- To retain an outward looking approach so as to ensure that the Trust is aligned to national policies relating to data management and has an awareness of evidence-based research findings.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

- Will contribute to the overall ethos/work/aims of the Trust.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child

### Main Duties and responsibilities:

#### Key Activities:

1. To work to priorities set by the Chief Executive Officer. To be line managed by the Data and Operations Director.
2. Develop robust, accurate and consistent systems for data collection and analysis; Support individual schools to implement these systems including on-site training and production of central guidance materials.
3. Ensure smooth and robust mechanisms for the central collation of data from our schools and ensure the data sits within a central data dashboard.
4. To work in close partnership with Trust leaders for School Improvement at Scale, People and Talent, Operational effectiveness and Finance/Governance to help them develop, interpret and analyse appropriate metrics for reporting purposes.
5. Produce, or assist others in producing, reports and data analysis as required by the Trust for its day-to-day work and self-evaluation, strategic planning and decision making. Ensure the reports and data analysis are accurate, accessible and well presented for a range of stakeholders covering areas such as educational outcomes, attendance, behaviour, health and safety compliance, HR etc.
6. Oversee the management of our self-evaluation scorecards (PRAG) and ensure they are complete with up to date information and fit for purpose.
7. Develop the Trust Data Toolkit to describe how data should be collected, processed, analysed and presented and support colleagues throughout the Trust in its use.
8. Champion intelligent data and evidence-based approaches to strategy.
9. Ensure effective collaboration is supported by intelligent data throughout the Trust.

10. Ensure intelligent reporting of data to the CEO, Trustees and other senior audiences.
11. Ensure evidence-based practice informs the Trust approach to data analysis and evaluation.
12. Develop an outward facing approach to data management which identifies appropriate comparative benchmarks and builds strong and mutually beneficial relationships with external partners.
13. Support Directors and others in collating and compiling data for statutory and regulatory returns.
14. Ensure data is maintained and stored in accordance with the requirements of GDPR and data management best practice and legislation.
15. Work with the Trust Data Protection Officer on matters relating to GDPR, including but not limited to the production or updating of Data Privacy Impact Assessments (DPIAs), and deputise for them if required.
16. Undertake any other reasonable duties as required by the CEO.

### Supervision and range of decision making:

- You will be expected to make decisions autonomously and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures.
- You will always have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust

### Communications and working with others:

- To communicate with Central Improvement Team, Board of Directors and Trust school staff at all levels. Externally to communicate with suppliers and other schools and Trusts at all levels. As necessary to work with educational agencies including CBMDC, DfE, ESFA and Ofsted, professional advisors and regulatory bodies including HSE and ICO and Professional Associations.

### Resources:

- Operate relevant equipment/complex ICT packages
- Manage and maintain storage of files.
- Provide general advice and guidance to staff, students and others.

### Professional development:

- To participate in training opportunities and professional development as required

### Other Considerations:

**Safeguarding:** No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Advanced Threshold Fluency Duty Required:** In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

**Notes:** This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.

Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

**Date:**

17/08/2021

**Person Specification**  
**Teachers and Support Staff**

<b>Role:</b>	<b>Trust Data Manager</b>	
	<b>Essential Requirements</b>	<b>How Identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level or appropriate work experience in a relevant numerical or analytical subject/role.</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience of contributing at a strategic level within the senior management/leadership team of an organisation.</li> <li>• Expert working knowledge of education data collection &amp; management procedures</li> <li>• Knowledge of national education data reports and systems e.g. FFT, RAISE online</li> <li>• Experience of working on the provision of high quality data management and analysis</li> <li>• Experience in formulating and implementing policies and procedures</li> <li>• Experience of developing and using management information systems</li> <li>• Experience of analysing complex data sets</li> <li>• Experience of writing reports and presentation of complex data to senior managers.</li> <li>• Experience of survey design, execution, analysis and reporting</li> <li>• Experience of Data Protection Legislation</li> <li>• Proven experience of working in an educational setting</li> <li>• Experience of working across organisations bringing together disparate data sets to provide insightful information and dashboards</li> </ul>	Application References Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>• Commitment to own personal and professional development, being prepared to undertake training relevant to the post.</li> </ul>	Application Interview
<b>Knowledge, Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Exceptional analytical skill with the ability to manipulate raw data to produce meaningful analyses.</li> <li>• Advanced IT skills with good working knowledge of all standard packages (Excel, Word, PowerPoint, etc.)</li> <li>• Excellent relationship management skills.</li> <li>• Strong interpersonal, written and oral communication skills with the ability to communicate and present data to 'non-information' professionals.</li> <li>• Able to work to tight deadlines in a pressured environment</li> <li>• Creative and innovative thinker</li> <li>• Strong problem-solving skills with the proven ability to achieve results through sound project management and planning</li> <li>• Able to work collaboratively and build networks with other organisations, agencies and peers.</li> <li>• Ability to deliver training and support others with data analysis.</li> <li>• Excellent project management skills with an emphasis on evaluation and efficient timescale management.</li> <li>• Excellent organisational skills and record keeping.</li> <li>• Demonstrate good co-operative, interpersonal, listening and highly developed organisation skills.</li> <li>• Look smart and professional and model the values of the Beckfoot Trust.</li> </ul>	Application Interview

<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• Must be suitable to work with children/young people.</li> <li>• Will not require holiday leave during term time.</li> <li>• An ability to work flexibly where necessary, arriving early or leaving late in order to ensure school is well managed.</li> </ul>	Application Interview
<b>Disposition and Attitude</b>	<ul style="list-style-type: none"> <li>• A passion for education and a deeply felt desire to make a difference for young people.</li> <li>• Be emotionally intelligent.</li> <li>• Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</li> <li>• High levels of honesty and integrity, confidence and self-motivation</li> <li>• Able to work effectively in a diverse team environment</li> <li>• Desire for professional development.</li> <li>• Ability to work on own initiative and to assume responsibility.</li> <li>• Willingness to share expertise, knowledge and experience.</li> </ul>	Application Interview References
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Must be able to cope with the requirements of the post with reasonable adjustment where appropriate, in accordance with the Disability Discrimination Act 1995.</li> </ul>	References Interview
<b>Equality</b>	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview