

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham and time in identified academies as required

Salary: Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

Hours of work: Full time, all year round

Responsible to: Trust Data Architect/Regional Director

Post objective: We are seeking a highly skilled Data Analyst to join our Trust team. You will provide comprehensive data support across three secondary academies ensuring that they provide a high-class data rich service to the academy staff and wider Trust.

The successful candidate will be responsible for leading data collection, analysis, reporting, and compliance within the designated schools, ensuring accuracy, integrity, and confidentiality of all data processes. This role will play a crucial part in driving data-driven decision-making and improving educational outcomes across the Trust.

Main Duties and Responsibilities:

- Lead the management and integrity of the Academy MIS package
- Implement the MIS start and end of year roll over promotion routines following the MIS statutory guidance for these processes
- Running and resolving data issues in completing Census reports and uploads to DFE for each of your academies in line with statutory guidance
- Create new academic year in SIMS for each academy in relation to their academic year structure
- Add new curriculum classes or promote existing ones and create pastoral structures as part of routines that enable the academy timetable lead to create and import curriculum structures
- Produce appropriate reports for parents and school staff in line with assessment and reporting schedules
- Ensure accuracy of MIS Data
- Set up SIMS for reporting cycles to produce reports and to maintain staff queries
- Collate Data for the KS3 Options choices in conjunction with the academy SLT lead
- Import student targets for all key stages
- Setup and maintain Assessment Templates and mark sheets based on pre published schedules

- Upload school performance data into the identified academic performance tool. e.g. SISRA and resolve data issues for accurate and timely reporting
- Provide a summary of headline analysis to inform intervention and strategic actions for academy leaders
- Standardise reporting for all MIS related areas, e.g. Attendance, Behaviour) to ensure accurate and comparable reporting long with generating bespoke reports if requested by leadership group colleagues in each academy
- Generate and contribute to Trust wide reports as directed
- Generate comprehensive reports, 'dashboards', and visualizations to communicate key insights and trends to school leaders, governing bodies, and external stakeholders
- Automate Reporting in a scalable way
- Develop standard approaches to data recording to enable reporting across the trust including Key Performance Indicators
- Provide training and support for academy staff as required to improve efficiencies and data quality
- Produce reports for the Local Governing Body in line with the Trust data cycle
- Work with the Academy Exams and MIS Manager to help them undertake their duties as detailed below:

Academy Exams and MIS Manager

- Staff changes (in conjunction with the Operations Manager)
- Class population and tutor group changes
- Add and transfer CTFs from other schools in conjunction with the administrator responsible for admissions
- Manage and amend Pupil Premium information to SIMS
- General student data report requests and housekeeping as required by the leadership team
- Update student contact information in conjunction with the administrator responsible for admissions
- Other local requests made to them by staff

This is a fantastic opportunity for a skilled Data Analysts to make a significant impact within a dynamic and forward-thinking multi-academy trust, driving improvements in data management practices and ultimately enhancing educational outcomes for students. If you are passionate about data-driven decision-making and have the skills and experience to excel in this role, we encourage you to apply.