

**Trust Data Manager**

**Application Pack**

**2019**

**Education for the 21st Century is committed to safeguarding and**

**promoting the welfare of young people. The successful**

**applicant will be subject to a check against the**

**enhanced Disclosure and Barring Service**

****

October 2019

Dear Candidate

Thank you for your interest in the Trust Data Manager role.

For information about Education for the 21st Century – please visit our website: [www.e21c.co.uk](http://www.e21c.co.uk)

Please find enclosed information about the role, a job description and application form – please complete and return to me along with a covering letter of no more than two sides of A4.

I look forward to receiving your application – closing date 12 Midday Friday 8th November 2019

Yours sincerely

Cathy Whiting

Acting CEO

**Trust Data Manager**

Immediate Start

36 hours per week 52 weeks per year

(20 days holiday)

Up to £40,000.00 depending on experience

This exciting opportunity is a new role, created to support the schools within the Trust, to advise and train school level staff, collate data and report to the Executive Team two days per week, with the other three days dedicated to supporting one school within the Trust.

Applications will also be considered from applicants wishing to take up the post on a 0.4 FTE fractional basis as a shared role; as well as those interested in a full-time role.

We seek applications from experienced data managers who have familiarity with school systems and national accountability measures.

The role is broadly based around:

* The development and implementation of a central based data dashboard drawing data from our academies
* The development of intelligent analyses and reporting to inform the leadership team
* Supporting individual academies with data management and systems

We offer:

* Friendly, hard working and supportive staff
* Excellent CPD opportunities
* Supportive Line Management

To apply please contact Cathy Whiting for an application pack – cwhiting@e21c.co.uk

**Closing Date :- Friday 8th November 2019**

# Trust Data Manager

36 Hours per week, 52 weeks per year (20 days holiday)

**Salary:** up to £40,000 FTE (depending on experience.)

**Location:** The role can be predominantly based inBromley but with the expectation of some travel between Trust locations to support academies as required

This exciting opportunity is a new role, created to support the schools within the Trust, to advise and train school level staff, collate data and report to the Executive Team two days per week, with the other three days dedicated to supporting one school within the Trust.

Applications will also be considered from applicants wishing to take up the post on a 0.4 FTE fractional basis as a shared role; as well as those interested in a full-time role.

We seek applications from experienced data managers who have familiarity with school systems and national accountability measures.

The role is broadly based around:

* The development and implementation of a central based data dashboard drawing data from our academies
* The development of intelligent analyses and reporting to inform the leadership team
* Supporting individual academies with data management and systems

**Job Purpose:**

1. To work with E21C academies to develop common and accurate data capture systems on schools that can be analysed locally and centrally to track progress and inform intervention
2. To develop robust central systems for organisation, monitoring and analysis of the performance of our schools in all aspects of KPIs; and our central team in all aspects of educational support
3. To act as Data Manager for a nominated secondary school within the Trust 0.6 FTE

# Key Tasks and Responsibilities 1. Develop and implement robust mechanism(s) for collection and analysis of data to enable E21C to properly risk assess and inform interventions for our schools

* Ensure smooth mechanisms for central collation of data from the family of schools and colleges and oversee the implementation of this and the development of a central data dashboard
* Support individual schools to develop robust, accurate and consistent systems for data collection and analysis; including on-site training and producing central guidance materials
* Work with the CEO and Executive Leadership Team (ELT) to track, interpret and disseminate attainment, progress and any other key performance data against agreed targets and trigger actions where necessary
* Oversee the management of our existing data risk register and ensure it is complete with up to date information and fit for purpose
* Ensure rapid and intelligent reporting to the CEO/ELT and wider leadership team on regular and bespoke analyses
* Stay up to date with current research and best practice that could inform data analysis and evaluation

# Develop central systems to monitor and evaluate the performance of schools in all aspects of their work; and track the support and impact of the Education Team

* Ensure fit for purpose central systems and dashboards for collating and analysing the performance of schools in all aspects of their Key Performance Indicators (KPIs)
* Develop central systems for tracking the support and impact of the work of the Education team and cluster teams
* Work with the ELT to track staff and leadership development and professional development needs
* Provide intelligent reports for the ELT and wider leadership team
* Work with colleagues in E21C Schools to establish quantifiable quality measures for E21C schools - including entrepreneurship and progress towards the E21C vision and long term goal
* Work with external partners and agencies to develop central data systems to enable more effective management of the national Trust.

# Any other duties

* Comply with the Trust’s policies, financial regulations and scheme of delegation at all times;
* Undertake any other reasonable duties as required by the Chief Executive Officer or Members of ELT

|  |  |  |
| --- | --- | --- |
|  | **Personal Specification**  | **Assessed through:**  |
|   | **Attributes E= Essential D= Desirable**    | App  | Int  |
| **Skills,** **Knowledge and Experience**  | Extensive experience of identifying and implementing data capture systems in a complex reporting environment (E)  | X  | X  |
| Experience of bringing together data from a variety of sources in a way that allows it to be compared and integrated (E)  | X  | X  |
| Experience of working with data in a school or similar setting and competent in being able to identify unreliable data (E)  | X  | X  |
| Experience of using data to inform interventions and improve performance (E)  | X  | X  |
| An understanding of current education policy and performance measures and the challenges associated with this (E)  | X  | X  |
| The ability to interpret data for a variety of audiences (E)  | X  | X  |
| Experience of working with a wide range of stakeholders to establish new performance measures and agree mechanisms for recording them (E)  | X  | X  |
| Experience of working in settings where accountability for performance is held by a range of people at different levels within a group structure (E)  | X  |   |
| Experience of working with middle or senior leadership in a school setting (D)   | X  |    |
| **Attributes**  | Strong interpersonal and communication skills (E)  | X  | X  |
| Exceptional attention to detail and accuracy and the ability to do so in a fast paced working environment (E)  | X  |   |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Flexible and pragmatic – with an entrepreneurial and innovative approach to the role (E)   |    | X  |
| Empathy with the aims and ethos of E21C including a commitment to fully comprehensive and inclusive education provision, and a belief that there are no limits to what children can achieve with the right support (E)   |   | X  |
| Candidates will be expected to be able to demonstrate or actively endorse the core values of E21C: (E)  |   | X   |