



Trust Data Manager
Central Team, QEGSMAT
Permanent

37 hours per week - 52 weeks per year
Scale POE £37,336 - £40,221 FTE

QEGSMAT are seeking to appoint a Trust Data Manager to join our Central Team based in Ashbourne, Derbyshire. The successful applicant will be involved in the design and setup of data systems to capture MAT and school level data. Working with senior leaders and school-based Data Managers you will co-ordinate the management of data across the Trust, support data users and, design and produce reports to inform the decision-making process. You will have excellent organisation skills, a keen eye for detail, enjoy keeping up-to-date with new developments - embracing the idea that 'every day is a school day'.

This is an exciting opportunity to join a growing and forward-thinking education trust, currently of 7 academies, in Derbyshire, Derby City and Staffordshire. Our aim is to ensure all our young people achieve the very best outcomes and leave education well prepared for the next steps in their lives based upon the principles of Question; Explore; Give; Succeed.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for support staff.
- 23 days holiday rising up to 28 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)

- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.gegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the central team, we would be happy to arrange this. Please call Dominic Hudson 01335 340830. Further details about our Trust can be found on our website: www.gegsmat.com

To apply for this position, please visit our Trust Website (<https://www.gegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: Sunday 10th December 2023

Interview date: Wednesday 13th December 2023

Salary: Scale POE £37,336 - £40,221 FTE

Potential Start date: As soon as possible



Position: Trust Data Manager
Hours: 37 hours per week
Weeks: 52 weeks per year
Scale: POE
Responsible to: Director of Education

PURPOSE OF THE POST

Develop common and accurate data capture systems that can be analysed at school and Trust level to track progress, inform interventions and raise standards to improve outcomes for young people.

Inform and advise on the Trust's data protection obligations, monitoring internal compliance and providing advice regarding Data Protection Impact Assessments (DPIAs).

KEY RESPONSIBILITIES

Data Management

1. Develop and implement processes for the efficient collection and analysis of data to enable the Trust to carry out proper risk assessments and inform interventions in schools.
2. Set up data systems and ensure rapid, accurate, intelligent and timely reporting as required.
3. Be accountable for the use of data systems in raising standards and performance.
4. Design systems and processes that ensure the central collation of data from the Trust's schools, oversee the implementation of these and develop a central data dashboard.
5. Work with Leaders to track, interpret and disseminate attainment, progress and other key performance data to ensure the performance of the Trust and its schools can be monitored and managed effectively.
6. With Leaders, create and maintain a performance data risk register.
7. Keep up to date with legislation, current research and best practice relating to data analysis and evaluation, and ensure procedures and processes are compliant and effective.
8. Disseminate changes in policy and practice to Executive Leaders, Headteachers and School Data Managers.
9. Provide training and advice to schools on creating and maintaining data systems and on accessing and interpreting data.
10. Work with School Data Managers to ensure returns are submitted to the DfE and other agencies accurately and on time.

Data Protection

1. Develop and maintain comprehensive and accurate records of all data processing activities.
2. Keep the Trust's data protection processes under review and implement measures to protect the data held by the Trust.
3. Carry out risk assessments, including DPIAs, to identify any data protection risks and design and oversee the implementation of measures to manage these, providing advice and guidance as required.
4. Ensure the Trust and its schools enforce data processing agreements with third party data processors to ensure personal data is stored safely and used correctly.
5. Support the Trust's Data Protection Officer to ensure any data breaches are reported to the Information Commissioner's Office within legal time frames.
6. Liaise with the Trust's Data Protection Officer and the School Data Protection Coordinators, who act as the first point of contact in each of the Trust's schools.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Keeping Children Safe in Education initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Strong academic background at GCSE/A-Level (or equivalent). 	<ul style="list-style-type: none"> • Undergraduate degree in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification.
Experience	<ul style="list-style-type: none"> • Experience of working with school Management Information Systems must include SIMS. • Expert in Microsoft Excel to an advanced level. 	<ul style="list-style-type: none"> • Experience in using Power BI. • Experience in using Go4Schools. • Experience of submitting Census and other statutory returns.
Knowledge and skills	<ul style="list-style-type: none"> • Strong IT skills including advanced use of spreadsheets. • Numeracy and the ability to analyse qualitative and quantitative data. • Ability to monitor and evaluate data. • Strong analysis skills. • A good knowledge and understanding of accountability measures in primary and secondary settings. • Some knowledge of GDPR regulations and organisations' responsibilities. • Ability to explain and present data in a user-friendly manner to a variety of stakeholders. 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies. • Knowledge of external examination process
Personal qualities	<ul style="list-style-type: none"> • Self-motivation, enthusiasm and results-focus. • Ability to move between big picture and detail. • Pragmatic and solution oriented. • Committed to high standards and continuous improvement. • Detail conscious, precise, expert. • Negotiating, influencing and holding to account. • Prioritisation and time management. 	