Job Description

Job Title: **Junior Data Engineer**

Location: **Remote working and London (183 Eversholt Street, London NW1 1BU) with   the possibility of being based at our Hub offices in Essex, Bristol, Birmingham, Middlesbrough, Hull, and Barnsley with travel to academies as required.**

Hours of work: **37 hours per week, 52 weeks per year**

Reports to: **Senior Data Engineer**

Context

Academies Enterprise Trust (AET) is a national family of schools committed to delivering an excellent education that launches all the children in their care into a remarkable life.

The Technology function is newly formed and recognises the huge upsurge in use of and reliance in technology over the past 12 months. It sees the bringing together of digital, data and technology teams to deliver leading edge services that underpin the Trust's vision.

Sitting within this function, the Business Intelligence team provides critical data oriented services that underpin the operations of the Trust, this criticality is only increasing.

Purpose of the Role:

To support the planning, development and maintenance of the Trust's Data Lake, ensuring that the Trust's data architecture, pipeline and flows are optimised and continue to support the network's analytics and reporting needs.

To work within the Business Intelligence Team to deliver the Trust-wide BI Strategy:
● Embed good practice around Information Governance and Data Protection
● Improve the efficiency of data collection
● Increase the value of the data that is collected
● Make data available at the right time in the right format to the right people

To work with colleagues across the Trust's Technology function to contribute to the wider team strategy, for which Business Intelligence is a critical part.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

1. Embed good practice around Information Governance and Data Protection
    a. Maintain connections between, and integration, of the Trust's systems, the Data Lake and the visualisation tools.
    b. Support Academies and School Support Services in the use of their systems, responding to queries associated with data protection or fair processing, and maintaining best practice in protecting personal data.

    c. To supervise and provide training on updates and best practice around the input of data in the Trust's systems.

    d. Stay abreast of the landscape impacting our data and systems and feed this into your actions and communications to key stakeholders, including:
   - i. Trend and emerging innovations
   - ii. Changes to system software
   - iii. Changes to related Government, Statutory and Ofsted policy.

2. Improve the efficiency of data collection:
   a. Expand and optimise our data, data pipeline architecture, data flow and data collection.
   b. Maintain and support the construction ofinfrastructure required for optimal extraction, transformation, and loading of data from a wide variety of data sources
   c. Identify, design, and implement internal process improvements: automating manual processes, optimizing data delivery, re-designing infrastructure for greater scalability, etc.
   d. Maintain and supportdata integrations across systems to ensure we collect data once and use it many times.

3. Increase the value of the data that is collected:
   a. Maintain the data lake infrastructure including linking data across different systems.
   b. Maintain and optimise the Trust's data architecture to support our next generation of products and data initiatives.
   c. Assemble large, complex data sets that meet business requirements, linking data from both internal and external data sources.

4. Make data available at the right time in the right format to the right people:
   a. Maintain systems, visualisations and reporting to provide data and analyses to support our academies and other members of School Support Services in improving student outcomes.
   b. Maintain and support the creation ofa comprehensive portfolio of interactive reports and information to facilitate the analysis of the performance of AET and individual academies
   c. Write, design and produce reports illustrating trends in school data.
   d. Provide detailed analysis and evaluation of data and produce detailed reports/information as required.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

![Academies Enterprise Trust — Find your remarkable]   Be unusually brave | Discover what's possible | Push the limits | Be big-hearted

www.academiesenterprisetrust.org/careers

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Junior Data Engineer

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	● Qualified to degree level or equivalent experience	● Qualification in Computer Science, Mathematics or related field
Knowledge/Experience	Specific knowledge/ experience required for the role	● Experience of manipulating, processing and extracting value from large, disconnected datasets. ● Experience of report writing using database systems such as SSRS or SQL ● Experience of using Google's G Suite ● Experience of building visualisation tools to generate insight ● Safeguarding/ child protection ● Understand and comply with procedures and legislation relating to confidentiality and Data Protection	● Experience of using cloud computing products and services to support data warehousing, processing and analytics: e.g. Google Big Query, Apps Script, Air Flow / Google Cloud Composer ● Experience of connecting data using APIs and SFTP ● Experience writing complex SQL queries ● Experience with the Python programming language ● Experience of Cloud School, iTrent, PSF or similar education systems ● Experience in the collection, collation and analysis of pupil and school data to support school improvement

			- and raise performance. - Good understanding of statistical analysis - Experience of working within the Education Sector - Understanding of assessments, tests and performance measures relating to EYFS up to KS5 and the Ofsted inspection framework - Ability to use school databases and experience of data entry
Skills	Line management responsibilities (No.)	Effective management style that is influential and consultative.	
	Forward and strategic planning		
	Budget (size and responsibilities)		
	Abilities	- Proven ability and desire to learn new systems and skills - Highly professional and detail oriented - Able to build highly successful working relationships	

		and work co-operatively. ● Ability to communicate with people at all levels ● Strong interpersonal, written and oral communication skills with the ability to communicate data to 'non-information' professionals. ● Ability to work independently ● Able to work collaboratively and build networks with partner stakeholders, agencies and peers. ● Ability to be proactive and prioritise work ● Ability to be able to manage own time effectively ● Self-motivated and resilient, with tenacity to lead change despite potential set-backs. ● High level of general IT skills ● Creative and innovative thinker	
Personal Characteristics	Behaviours	● High levels of honesty and integrity ● Hard working, conscientious and accurate	●

		● Strong desire to learn and develop	

	Values	● Ability to demonstrate, understand and apply our values
		  ○ Be unusually brave
		  ○ Discover what's possible
		  ○ Push the limits
		  ○ Be big hearted	

Special Requirements		● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check ● Right to work in the UK ● Evidence of a commitment to promoting the welfare and safeguarding of children and young people	●