Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS

BMAT Senior MIS & Data Manager

Thank you for expressing an interest in this role.

BMAT Senior MIS & Data Manager

Tier 4

Salary up to £55k

(salary depending upon qualifications and experience)

Required: ASAP

Beacon Multi-Academy Trust is located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusive practice and successful outcomes for all.

We are seeking to appoint a senior MIS and Data expert that is proactive and committed to making a difference across the Trust.

The successful candidate will be able to drive MIS and implement a central service working within a fast paced and growing environment. The candidate must have:

- Significant experience within a MIS/Data management role

- A great understanding of SIMs, online payment systems and communication tools

- Experience within the education sector

BMAT is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

Keeping Children Safe in Education

BMAT – Safeguarding and Child Protection Policy

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

Role Profile

Generic Purpose of role – Level 4 Professional Manager

The professional manager role will be responsible for a range of services across the Trust. Advising on a range of complex and contentious matters where the outcome may have substantial implications for the Trust's services and liabilities. Though the post operates within broad policy guidelines, the decisions made will need a consistently high degree of discretion, sensitivity and advocacy. These posts will interpret legislation and draft policies on their areas of responsibility. The will interpret established policy and make policy recommendations to the strategic committee through to the Trust. This level can be invited to Trust meetings to present new initiatives or advise on complex situations.

They will take operational decisions which might have significant implications for the Trust or significant effects on employees or resources. Their work will require creative input in a number of diverse subjects and a range of expertise where the frequent opportunity and need for imaginative thinking is not limited by defined polices.

They will supervise and co-ordinate the planning of the work of groups of staff carrying out work of a diverse nature. Their work focus will be flexible and subject to frequently changing circumstances and competing priorities.

The post holders will be responsible for the performance management of employees that report to them. Taking decisions related to staffing that fall under the responsibility of the post holders and being held accountable for those decisions and to cascade relevant information to the employees they line manage.

Performance Management

- Responsible to the Vice Principal (Curriculum and Systems) and Principals
- Responsible for direct line management of the MIS & Data Team across the Trust
- Responsible for the leadership and guidance of relevant support staff

Key Purpose of the role

- To implement and manage a BMAT central service
- To oversee, develop and maintain the Trust's management information systems across the Trust
- To produce and develop clear, concise, accurate information reports to raise standards of teachers, subjects, department and pupil performance.
- To manage data returns and ensure that they are accurate and submitted to deadline.

General duties and responsibilities

- Play a key role in the strategic decision making of the Trust relating to all aspects of data information systems as and when required by the Principals
- Lead and proactively promote, collaborate and drive the use of data across the Trust
- Research and investigate data systems and reporting tools, which will improve the productivity, efficiency and the overall effectiveness of the schools/academies within the Trust.
- Prepare complex strategic and operational data
- Create and develop a suite of tools to enable the effective monitoring of vulnerable students across the Trust
- Oversee the operational data systems within the Trust and ensure all statutory reporting requirements are met.
- Devise and implement procedures to meet the organisational, technical and strategic demands of the Trust
- Contribute to the BMAT whole school evaluation process providing necessary data to relevant staff

- The management of SIMS and its role in raising standards across BMAT school
- Produce data analysis reports for a range of audiences including non-specialists
- Produce examination results analyses immediately after the release date *(this involves unsociable hours)*
- Work closely with middle and senior leaders to ascertain information requirements and provide relevant solutions.
- Responsible for the timely and accurate submissions of the Work Force Census and other statistical returns as required
- To analyse national data documents, including RAISEonline, ALPs etc and prepare summary findings
- Produce clear, concise and accurate information to support senior and middle leaders in raising standards of performance in the school.
- Work in partnership with ICT to continue the ongoing modernisation programme of the Trust's IT and MIS infrastructure.
- Work with the Examination Officers and the Data Managers to ensure the necessary data systems and processes related to these areas are supported, evaluated and improved.
- Ensure that the Trust's MIS software is up to date and update-installations are applied with minimal disruption to the service

Training
- Exercise developed training skills to facilitate the use of complex data by non-data experts to drive improved performance.
- Provide strong support to staff. Audit, develop and deliver a data-led training programme for staff through LETS and other training sessions.
- Support teaching staff in the use of data to raise standards of student and staff performance.
- Support non-teaching staff in using data systems to improve their productivity and efficiency across the Trust
- Train Governors/Trustees on data and interpreting results and findings, as well as assisting them to use and understand data.
- Keep up to date with new developments related to data information systems reporting back to the Trust Executive and Senior Leadership Teams on a regular basis and disseminate good practice.

Data and Security Management
- Ensure that the BMAT Data Protection/GDPR policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change
- Ensure compliance and maintain a clear understanding of all relevant and current legislative requirements, i.e. data protection, GDPR, copyright and computer misuse etc., and advise staff, as appropriate.
- Ensure the maximum level of Data and MIS security, consistent with the ethos of the Trust

General
- Ensure MIS/Data day-to-day functions of BMAT schools run smoothly
- Lead a culture of continuous improvement across the Trust's MIS and Data service, working to improve efficiency and effectiveness in all aspects of the Trust's support services.
- To respond to educational developments which have implications for data management and analyses of pupil assessment data.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

Generic Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. Degree or equivalent	E	A/I/R
2. GCSEs (C or above in Maths English and IT)	E	A/I/R
Knowledge/Skills/Experience		
3. Multi Academy Trust experience	D	A/I
4. Strong education sector experience	E	A/I
5. Experience of working with performance information, statistical analysis, management information and data collection	E	A/I
6. Use of MIS and software to interrogate data	E	A/I
7. Able to use Access, SQL, Business Objects and Crystal reports	D	A/I
8. Experience of time-tabling	D	A/I
9. Experience of SISRA, Moodle, Groupcall, ParentPay or equivalent	E	A/I
10. Experience of SIMS	E	A/I
11. Experience of assessment management/Exams/ALPs	E	A/I
12. Experience of Census returns including post 16	E	A/I
13. Knowledge of statistics and the ability to explain concepts to users at all levels of experience.	E	A/I
14. Proficient in Office packages including Word and Excel (Advanced level)	E	A/I
15. Collection, collation, interpretation and dissemination of a wide range of data	E	A/I
16. Demonstrable effective leadership and management experience	E	A/I
17. Demonstrate strong communication skills and the ability to build relationships with key stakeholders at all levels	E	A/I
18. Excellent organisation skills and ability to prioritise and adhere to deadlines	E	I/R
19. Excellent presentation skills, report writing and administration skills with a high level of attention to detail	E	A/I/R
Attributes		
20. Reliable, respectful, responsible & conscientious approach	E	A/I/R

21. Flexibility to deal with the diverse needs of the post including some travel across the Trust	E	A/I
22. Establish and maintain appropriate professional relationships	E	A/I/R
23. Integrity and confidentiality to be maintained at all times	E	A/I/R
24. High level of initiative and ability to work independently or as part of a team with a range of staff	E	A/I/R
25. Able to remain calm and composed under pressure and work to deadlines	E	A/I/R
26. Commitment to and understanding of equal opportunities and safeguarding	E	A/I/R
BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.		