



Trust Data Developer - Job Description

Contract Type: Full-time, Permanent
Reports to: Chief Compliance Officer
Hours: 8am – 4pm, all year round (negotiable)

Main purpose of job

The Trust Data Developer will be responsible for designing, developing, testing and implementing data solutions to support the Trust's data-driven decision-making processes. This role will involve creating bespoke workflows, dashboards, applications, and other solutions for the Trust and its schools. These solutions will help to manage and analyze the diverse datasets held by the schools and central Trust. Additionally, the role will include maintaining key trust-wide data sets and lookup tables, central management of data across the Trust's Management Information Systems (MIS), providing mentoring, training and support to school-based staff, and advising on school or Trust approaches to timetabling, assessment and data management.

The Data Developer will be a valued member of the Trust's central team and will be responsible for ensuring that data required by the Trust for cross-school analysis is robust, comparable and provided in a timely manner. They will be committed to developing the Trust Data offer as a model of excellent practice and a sought-after central service, which empowers the leaders in all schools within the Trust.

Key responsibilities

Development

- **Data Lake Development & Data Sharing**
 - Design, implement, and maintain a central data repository or data lake, serving as a scalable and secure hub for raw and processed data from multiple sources across the Trust.
 - Integrate various data sources (e.g., school management systems, assessment tools, timetabling systems) into the data lake, ensuring that both structured and unstructured data are stored and processed effectively.
 - Implement data transformation processes within the data lake to prepare data for analysis
 - Ensure that the data lake is optimized for querying and analytics, and integrate it with reporting tools like Power BI and Power Apps for seamless data access and visualization.
 - Establish and maintain data governance protocols within the data lake, ensuring data integrity, security, and compliance with regulatory standards (e.g., GDPR).
- **Data Workflow, App and Tool Development:**
 - Develop, test, implement, deploy and maintain automated workflows using Power Automate to meet the needs of school or Trust leaders, including streamlining data collection, approval, notification and/ or other operations.
 - Create ad-hoc solutions tailored to the needs of individual schools or the Trust as a whole.

- **Dashboard Development:**
 - To develop, test, implement, deploy and maintain interactive dashboards with built in row-level security (RLS), that visualize key data insights, enabling leaders to make informed decisions.
 - Create ad-hoc solutions tailored to the needs of individual schools or the Trust as a whole.
- **Spreadsheet and other solutions**
 - Create complex spreadsheet models to support specific school and Trust needs, including data analysis, reporting, and forecasting.
 - Ensure spreadsheet solutions are scalable and maintainable.
- **Development “Sprints”:**
 - Participate in and manage **development sprints**, working in defined periods of time (e.g., 2-4 weeks) to focus on specific developments or features.
 - Prioritize the features and tasks for each sprint based on feedback from stakeholders across schools and the Trust, aligning development work with the strategic priorities of the Trust.
 - Deliver completed solutions at the end of each sprint, ensuring that developments are thoroughly tested, reviewed, and refined before moving to the next sprint.
 - Facilitate sprint reviews, gathering feedback from relevant stakeholders to assess the effectiveness of the solution and make adjustments as needed in subsequent sprints.
 - Continuously refine and iterate on developed solutions to ensure that they remain relevant and effective for the evolving needs of the Trust and schools.
- **Documentation:**
 - To maintain up to date records and documentation for all solutions developed, including versioning, integrations etc

Central Management

- **Data Management:**
 - Manage the creation, maintenance and distribution of key datasets across the Trust, including Lookup Tables, User Defined Fields (UDFs), User Roles/Permissions, and Ad-hoc Reports, ensuring consistency and accuracy across school systems.
 - Configure and maintain the scheduled transfer of data between school and Trust systems
- **Trust-Wide Data Systems:**
 - Ensure the proper configuration and use of Bromcom MAT Vision and other central data management tools for the Trust and its schools.
- **Central Reporting**
 - To design user-friendly reports to meet the needs of staff at different levels of the organisation, and manage the reporting database.
 - Develop, distribute and maintain ad-hoc reports for use across the Trust and its schools
- **Permissions & User Access:**
 - Work with the school data admins to manage access rights and permissions for different user groups within the Trust, ensuring appropriate security controls are in place for sensitive data.
 - Regularly review and update permissions to reflect changing staff roles and responsibilities.

Support

- **Coaching and Mentoring:**
 - Provide training and support to school data managers and administrators in the effective use of data systems and tools, such as assessment marksheets, timetabling systems, and exam results analysis tools.
 - Support school staff in the development of custom reports, dashboards, and other data solutions that meet local requirements while maintaining alignment with Trust-wide goals.
- **Troubleshooting & Issue Resolution:**
 - Offer troubleshooting and technical support to school staff in relation to data-related queries, ensuring minimal disruption to day-to-day operations.
 - Develop a knowledge base of common issues and solutions, ensuring timely resolution and sharing of best practices across schools.

General:

- To promote and safeguard the welfare of students in the Trust, in accordance with relevant school's Child Protection and Safeguarding policies,
- To comply with, promote and act in accordance with all School policies,
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Data Protection Officer at the earliest opportunity,
- To be responsible for always complying with health & safety legislation and guidance,
- To maintain positive and effective working relationships with colleagues, supporting them in line with your role and responsibilities,
- To liaise with all schools to keep them informed about aspects of your work and schedule which may affect the support you can give them,
- To develop your effectiveness by being responsible for ensuring your continued professional development to constantly improve your knowledge and skills,
- To identify and agree personal development objectives with your line manager,
- To be courteous and supportive to colleagues and provide a welcoming environment to all stakeholders.
- To work collaboratively with all schools in the Trust.

To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Trust.

MG/ January 25

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In accordance with KCSIE 2024 shortlisted candidates will be subject to an online profile and social media check.

Trust Data Developer

Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Educated to degree level, or equivalent level by experience. 	<ul style="list-style-type: none"> • Data Development qualifications, e.g. PL-400 	<p>Application Form</p> <p>Original Certificates</p>
Work Experience	<ul style="list-style-type: none"> • Three or more years' experience as a data manager in a trust, school or business environment 		<p>Application Form</p> <p>References</p> <p>Interview</p>
IT Skills	<ul style="list-style-type: none"> • Strong proficiency with data analysis tools, reporting platforms, and database systems (e.g., SQL, Excel, Power BI, or similar). • Advanced skills in Power BI, including data modelling, report development, PowerQuery, DAX and row-level security (RLS). • Expertise in building Power Apps and workflows using Power Automate. 	<ul style="list-style-type: none"> • Experience with other data visualization tools such as Tableau, Qlik or similar • Experience using Microsoft Fabric for data integration, transformation and analysis • Experience with API development and integration, including building and consuming RESTful APIs • Experience using GitHub • Proficient in using Azure data services and experience with Azure DevOps • Familiarity with programming languages such as Python or R for advanced data analysis. • Experience with other cloud platforms, e.g. AWS and their data-related services. 	<p>Application Form</p> <p>Skills Test</p> <p>Interview</p>

Communication Skills	<ul style="list-style-type: none"> • An excellent “people person” who communicates regularly, quickly and clearly • Ability to communicate technical concepts to all staff • Ability to gather and understand user requirements and translate these into effective technical solutions. • Confidence and clarity to work with users to understand their data needs • Confidence and clarity to communicate effectively with technical staff • Excellent communication skills, particularly written English • Accuracy and attention to detail 	<ul style="list-style-type: none"> • Experience of leading, developing and motivating others 	Application Form Interview
Personal Qualities or Skills	<ul style="list-style-type: none"> • Ability to plan and execute new developments whilst managing the detail associated with day-to-day operation of managing data • Good organisational skills; able to manage a range of competing demands • Proactive, able to think laterally when required • Adaptable and flexible • Positive team player 	<ul style="list-style-type: none"> • Good sense of humour • Ability to motivate and develop staff 	Application Form Interview