



Meridian
Trust

Trust Data Services Manager Recruitment Pack



Content

Welcome from our Chief Executive Officer	3
A brief history of our Trust	4
Our Vision, Mission and Values	5
Why work for us	6
How to apply	6
Job description and Person Specification	7



Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

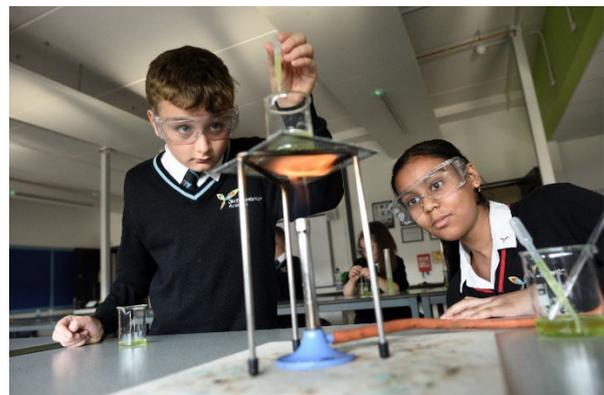
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.





Trust Vision, Mission and Values

Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:



Achievement for all

We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust



Valuing People

Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported



High Quality Learning Environment

Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage



Pursuit of Excellence

Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals



Extending the Boundaries of Learning

We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

30/10/2023

Interviews:

Will be arranged as suitable applicants are received.

Applying:

For any questions about the application process please contact:

Ali Nicholson

recruitment@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Trust Data Services Manager
JD Reference:	Core IT 15
School/Academy:	Core – Based at Sawtry with regular visits to schools
Weeks:	52 Weeks (term time options would be considered)
Hours of work:	37 Hours – Flexible hours available including hybrid working
Salary:	Grade 11-12. Points 32-40. (FTE -£38,296 - £46,549)
Responsible to:	Director of IT

Role:	Develop the use of data across the trust and oversee the strategic implementation of a new trust wide MI system.
Purpose of job:	Provide a comprehensive trust wide data management service, leading the design and setup of data capture, storage and analysis in line with trust requirements.

Meridian Trust has a fantastic opportunity for an enthusiastic and passionate data manager with the creation of a new post; Trust Data Services Manager. You will develop the use of data across the trust and oversee the strategic implementation of a new approach to MI systems. The right candidate for this role will be experienced at managing data within the education sector, methodical, well-organised, enthusiastic, a good communicator and have the ability to build and support teams in a diverse range of settings to work across the 30+ Meridian schools.

Responsibilities and Accountabilities:

Lead on the implementation of a new MI system:

- Delivering enhanced functionality and access for all staff.
- Improving the workload for all staff by; seeking efficiencies, reducing duplicate entries across multiple platforms and increasing accessibility to data and information for all users in all roles.
- Providing operational reporting and analytics across all schools within the trust, built into the MIS platform with the ability to integrate with Power BI as required.
- Providing consolidated assessment information at a school and MAT level to support curriculum collaboration across schools facilitated by our MAT Curriculum Directors.
- Improving engagement with parents and students, through a single portal and revised communications and payment approach.
- Standardising our approach to MIS conventions and processes – naming schemes for subjects, standard report process, admissions to provide school and core trust staff with consistent and comparative data.

- Developing integrations with 3rd party systems, such as iTrent for HR management of staff and talent.
- Developing a trust wide approach to data, which includes the development of a core team, who can train and support staff in schools and across the trust and provide capacity as required.
- Reducing the risk of data loss and opportunities for data breaches.
- Reducing and potentially removing the need for storing paper records to support GDPR compliance.

Strategic Data:

- Lead on the development and implementation of a Trust wide strategy for the use of data and MI systems, ensuring data is up to date, accurate, accessible, and well presented.
- Provide strategic management of MI system deployments and consistent use surrounding terminology and user access.
- Lead on the design and capture of MAT level and school data for achievement, progress and all other educational KPIs.
- Manage and provide regular trust-led team meetings with school data and exams managers to enable collaborative working between schools.
- Responsible for processing and maintaining the integrity of the data within the MIS systems.
- Review and improve the process undertaken by data teams across the trust.
- Successfully manage the partnerships and relationships of data sharing across the trust.
- Lead and advise schools and staff on methods of accessing information and to provide in-house training on data interpretation, results and findings. To assist the staff in the use and understanding of data/target setting. This will include the delivery of training to staff using own resources and systems.
- Work with Senior trust teams to improve aspects of information for analysis, to reduce workloads on school teams by automating the production of key information.
- Review the processing of data following any GDPR alerts, advising alternative best practices.

Data & Information Services:

- Lead on the development of the MI systems across the trust to ensure they are used effectively and consistently in all schools.
- Using MI systems, Power BI tools and API solutions, ensure data integrity, reporting and analytics are integrated throughout the trust systems.
- Support the Trust in delivering operational support to staff in the use of MI systems and associated applications.

- Support the Trust's data protection strategy and GDPR compliance, working closely with the DPO and IT team to ensure data systems are appropriate and secure.
- Present data in a variety of formats to aid the Executive and Senior Trust team decision making.
- Assist with the completion all statistical returns, including the school census and School Workforce Census.
- Review MI systems within the Education sector and lead any future changes to systems.

IT and Communications:

- Ensure analytics and 3rd party data tools are harmonised and working consistently – 4Matrix, ALPS, FFT, PowerBI.
- Maintain accurate lists and approvals of 3rd party data integrations.
- Promote and act as an ambassador for the use of the MI system & other data analysis tools, such as PowerBI and Excel, providing support and guidance to staff in the correct use.
- Be the point of contact for schools with the MIS system, liaising with the MIS providers to resolve any issues.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: April 2022

Person Specification – Trust Data Manager

Assessment Key:
A = Application Form
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	A degree in Data Management & Analysis, Data Science or Statistics or equivalent qualification or experience.	✓		A

3	Evidence of continuing personal and professional development.	✓		A
Experience		Essential	Desirable	Assessment
4	Experience of managing and working with school MIS and other 3 rd parties.	✓		A/I
5	Experience of taking a strategic lead in data management projects.	✓		A/I
6	Experience of implementing new MIS within an educational establishment.		✓	A/I
7	Experience of working within the educational system.		✓	A/I
8	Experience of querying databases and extracting datasets.		✓	A/I
9	Experience of working with PowerBi reports and datasets.		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
10	Able to develop bespoke analyses of data sets.	✓		A/I
11	Able to interpret and analyse data for a range of stakeholders.	✓		A/I
12	Understanding of database structures and ability to manipulate large datasets.		✓	A/I
13	Understanding of school accountability systems for both primary, secondary and MATs.		✓	A/I
14	Excellent numerical skills to support the recording of statistical information.	✓		A/I
15	Awareness of technical issues in developing people surveys, good practice survey methodology and how to interpret the results.		✓	A/I
16	High Level knowledge of the concept of confidentiality and GDPR	✓		I
17	Able to carry out audits and risk assessments, to monitor performance, make recommendations to drive and influence practice.	✓		I
Skills and abilities		Essential	Desirable	Assessment

18	Ability to work under pressure and prioritise effectively whilst continuing to meet deadlines.	✓		I
19	Able to build and sustain teams.	✓		I
20	Excellent communication skills across a wide and diverse range of stakeholders.	✓		I
21	Excellent spreadsheet skills.	✓		I
22	High level of personal organisation skills.	✓		I
23	High level attention to detail.	✓		I
24	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
25	Good presentation skills across a range of audiences.	✓		I
26	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
27	Willingness to undergo further training and development.	✓		I
28	Positive and enthusiastic approach towards work and work on own initiative.	✓		I
29	Professional approach when dealing with all issues and staff.	✓		I
30	Ability to work as part of a team effectively.	✓		I
Child Protection		Essential	Desirable	Assessment
31	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
32	Flexibility of working hours	✓		A/I
33	Full driving license and willingness to travel to schools across the trust.	✓		A/I