



# Recruitment Pack

## Trust Data Analyst

Closing Date: 9am, Friday 15th December 2023

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?



# Key Details



**Job Title:** Trust Data Analyst

**Location:** Exeter

**Salary:** Grade D £24,702 - £27,334

**Closing Date:** 9am Friday 15th December 2023

**Interviews:** Thursday 4th January 2023

**Required From:** ASAP

Your paragraph text

Due to our significant growth, we are now looking to appoint a Data Analyst to work with the Director of Performance & Trust MIS Strategic Leader, developing key performance indicator monitoring, analysis and reporting systems.



Join our team of  
exceptional colleagues  
who believe in  
transforming lives  
through learning

## How to apply

If you would like an informal conversation about these roles please contact Jon Lunn, Director of Performance  
[jon.lunn@tedwraggtrust.co.uk](mailto:jon.lunn@tedwraggtrust.co.uk)

Please use the application form available on the [Trust website](#) and email it to: [HR@tedwraggtrust.co.uk](mailto:HR@tedwraggtrust.co.uk)

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



# Trust Data Analyst Job Description

## Key Purpose of the Job

Trust Data Analyst will support the Trust by providing strategic analysis of Trust and School key metrics of performance:

- To support the improvement of all our Trust of Schools through the facilitation of quality data analysis for multiple audiences.
- To ensure that there are systems in place to accurately collect and collate data across our Trust of Schools..
- To proactively source data analytics best practices from Multi-Academy Trusts across the country and in industry.

## List Key Duties and accountabilities of the post

### Relentlessly positive collaboration

- To effectively communicate with the Director of Education Performance and other Trust Executive to ensure there is clarity on project/development requirements and timelines.
- To build positive relationships within our Trust of Schools staff to ensure the smooth flow of data across the multiple systems.
- To liaise with providers and partners of School and Trust information systems.
- To engage with different stakeholder groups to ensure continual feedback feeds into development.
- To positively work with all avenues of communication to quickly understand the numerous systems involved in education.

### Having the highest of standards

- To aggregate data from multiple systems into a central area.
- To develop effective analysis systems that present the most important metrics for impactful improvements.
- To monitor the impact and usage of systems and identify improvement priorities.
- To have an understanding over time of the government accountability frameworks to assist in providing in-year, live data insights.

### Grow great people

- To support colleagues where applicable and provide training on data collection, collation and presentation

## Supervision/Line Management Responsibilities

- None

## Working Environment and Conditions

- Office-based post

## Other Duties

- Identify personal training needs, participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the grade of the post.

## Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.



# Trust Data Analyst Person Specification

	Desirable
<b>Qualifications and Professional Development</b>	
GCSEs (English & Mathematics at grade C or 5 or above)	E
NVQ/BTEC level 3 qualification in a relevant discipline or equivalent qualification or significant experience in a relevant role.	D
Qualification relating to IT/Computing/Coding	D
<b>Experience and Knowledge</b>	
In MS Office applications, particularly Excel	E
Of data reporting including KPIs	D
Of numerical skills including numerical analysis of data	E
Strong analysis and data presentation skills	D
Of data presentation applications such as Microsoft PowerBi	D
Of the importance of confidentiality and data protection	E
<b>Abilities and Skills</b>	
Be an effective and confident communicator, having a good command of English, both spoken and written	E
An interest in basic database and coding such as SQL, VBA & Python	D
Ability to manage and prioritise a varied workload and to work to deadlines	E
The ability to learn quickly and work in a fast-paced environment	E
Well-developed interpersonal skills for working with a range of internal and external stakeholders	E
Good organisation skills. Ability to manage and prioritise effectively	E
Develop, maintain and use an effective network of contacts, seeking advice and support when necessary.	E
<b>Personal Attributes</b>	
Be a problem solver, have good research skills and to be able to reflect upon one's own practice	E
Flexibility in approach	E
Stamina, resilience and enjoyment in overcoming challenges	E
Attention to detail and thorough	E
A committed and enthusiastic approach to working	E
Willingness to share expertise and knowledge with others	E
Humility	E
Reliable and trustworthy	E
<b>Other Conditions</b>	
Ability to uphold the vision and values of the Ted Wragg Multi Academy Trust	E



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.