

Success for all Educational Trust
Upper Brentwood Road
Romford
RM2 6HJ

Trust Data and MIS Officer

PO1 spinal column points 27-30

Annual Salary: £39,855 - £42,324 for full time (pay award pending)

36 hours per week, 52 weeks per year (*option available for term time only + 2 weeks*)

28 days p/a annual leave entitlement, plus bank holidays, rising to 34 days

Required: ASAP

We are seeking a highly motivated and enthusiastic Data and MIS Manager to join our dynamic Multi-Academy Trust. Working closely with our Head of Data and IT, the successful candidate will be responsible for the daily operation of the Trust's Data and Information Systems. This includes ensuring all data, assessment, and curriculum information is current across the Trust, utilising our various educational software and IT platforms, notably Bromcom MIS.

The position is on a full-time basis, working Monday to Thursday 8:00am to 4:15pm and Friday 8:00am to 4:00pm, with a one hour unpaid lunch break per day. There is some flexibility in these hours. There is scope for the role to be worked term time only plus an additional two weeks, one of which will be the results week in August. The role is on site and based primarily out of the Trust offices at The Royal Liberty School, with the requirement to travel to other schools in the Trust.

Successful candidates will have:

The successful candidate ideally will have experience working in an educational environment with children and young people. Whilst working as part of a central team, you will be based at the SFAET Central Offices, occasionally also spending time on site at our Secondary and Primary schools, providing a pro-active data and MIS support service to Trust staff. This will involve ensuring Senior Leaders and data colleagues at school sites are well informed, knowledgeable and kept up to date with central changes and procedures.

Desirable Qualifications:

A relevant Degree, or equivalent certifications in GDPR or the Data and Compliance sectors, are a plus. The Success for all Educational Trust is committed to the safeguarding and promoting of the welfare of children and young people. All adults who work within the Trust and at our schools must share this commitment to young people.

As an employee, you will be covered by our excellent well-being support and medical cover programmes provided through the Health Assured and Medicash organisations.

This includes;

- Access 24 hours a day to a GP helpline where you can have a telephone conversation for you and close relatives.
- Access to Physiotherapy and alternative therapies*
- Chiropody*
- Optical support*
- Dental treatment*
- Access to a counselling service

- Weight Management Programme
 - Support for stress management
 - Lifestyle Screening
 - Relationship Counselling
 - Long-term condition support - support for you and family members where you or a member of your family is suffering from a long-term condition such as cancer, Multiple Sclerosis or Motor Neurones disease. This list is not exhaustive.
 - Private Medical Service
 - Stress Counselling
- * up to the maximum annual thresholds of the healthcare cash plan

As an employer, we are committed to promoting career development and recognise hard work and effort. This is evident in the staff testimonials.

"We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation."

Further details can be downloaded from our website www.sfaet.co.uk or from the Head of Data and IT at jadams@sfaet.co.uk

If you are looking to advance your career in a supportive and dynamic setting and are committed to providing the very best experience for our staff and students, we would love to meet you. We welcome visits to the school from potential applicants. Please apply via "Mynewterm" which can be accessed by clicking the following link : [Apply here](#)
You should refer to the job description for this post when evidencing your suitability.

The use of AI is strictly forbidden to assist in any way with the application/interview process.

Closing date: Rolling until post is filled

Interview date: August 5th 2025, and every Wednesday there after

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

Please assume that if you have not had any acknowledgement of your application that you have not been successful.