



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# Recruitment Booklet

Trust Data & MIS Manager

# Job Description – Trust Data & MIS Manager

**Accountable to: Chief Operating Officer**

**Required: ASAP**

**Pay scale and salary: PO4 35-38 £41,496 to £44,539 (All year round or TTO + 20 days, can be flexible)**

**Hours of work: 37 hours per week**

## **Purpose of the role:**

- To develop and deliver a Trust wide data and MIS strategy to include multi-level Trust wide reporting.
- To implement and develop effective management information systems throughout the Trust to deliver the data and intelligence strategy
- To review the effective use of data across the trust and propose/implement changes as appropriate.
- To reports on key performance indicators for the Trust

## **Responsibilities and accountabilities:**

The post holder will:

1. Identify the information requirements of the Trust through communication with the Chief Executive Officer and Senior Leaders.
2. Lead the development and maintenance of the trust wide student MIS system ensuring the following data and information requirements can be delivered in an efficient and timely manner including:
  - Dashboard reporting combining data from Trust information systems (Finance, HR etc)
  - Attendance management and reporting
  - Target setting and assessment data from previous schools
  - Assessment tracking and reporting at individual
  - Behaviour management and reporting
  - Effective communication between academies and parents/carers
  - Timetabling and resource management
  - On-line payments
3. Lead the implementation and development of the Trust data portal combining data across the Trust student records systems to serve the information requirements of:
  - Trustees and Academy Performance and Review Boards
  - CEO and Central Team, Headteachers/Heads of School
  - Senior Leaders
  - Other staff as identified through the strategy.
4. Ensure staff at all levels are trained in all aspects of the student MIS and reporting portal to effectively carry out their roles including the production of guides and procedures as appropriate.
5. To ensure the operation of the student MIS system is UK GDPR compliant and a record management strategy is identified and implemented.



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6. To ensure high levels of the integrity, accuracy and timeliness of student data across the Trust.
7. To liaise with the ICT Network & Services Manager to ensure the data and MIS strategy is accommodated within the Trust ICT Strategy.
8. To be accountable for the database administration for the Student MIS ensuring appropriate user groups and rights are identified and managed effectively.

### **Responsibilities for Resources**

- Ensure that best value is achieved from commercial arrangements with suppliers
- Ensure that efficient and streamlined data collection processes and reporting is in place throughout the Trust.

### **Responsibilities for People**

- Data Teams across the Trust including performance management
- To ensure a cohesive and effective service delivery across all academies within resources available

### **General Duties**

- Ensure that you understand and comply with the Trust's Policies and Procedures that are in place
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.

### **Other Duties and Responsibilities**

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality, and data protection
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Appreciate and support the role of other professionals
- Work effectively as part of team
- Have a willingness to learn new skills
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required
- Flexible and willing to work between different sites as required

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Other reasonable duties commensurate with the grade of the post as directed by the Executive Leadership Team.

***The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.***



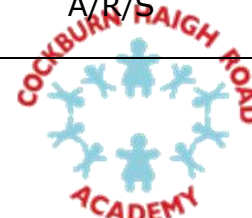
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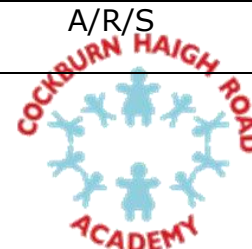
# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
A degree or <b>equivalent</b> qualification in a relevant discipline such as computing, information management, mathematics, statistics etc or equivalent in working experience in leading an organisations Data strategy	*		A/Q
Good literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English Language and Mathematics	*		A/Q
Willingness to complete further accreditations/qualifications appropriate to the post	*		A/Q
Evidence of professional development in a relevant discipline/skill area to the post	*		A
<b>KNOWLEDGE /SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
High levels of technical skills developed through programming, information analysis or information system development	*		A/Q/R/S
A knowledge of leadership and management structures and how they interact with MIS and data reporting	*		A/R/S
Ability to apply creativity and innovation when developing reporting strategies	*		A/R/S
Ability to present information in a clear and concise and accurate way	*		A/R/S
Skills to develop and maintain an information portal for example Business Intelligence reports	*		A/R/S
Advanced Excel skills at the level to use an Excel add in to incorporate Excel as a tool for information analysis and dissemination	*		A/R/S
Ability to communicate effectively with a range of staff who may not be	*		A/R/S



familiar with the performance indicators and data within the strategy			
Ability to apply a solution-based approach	*		A/R/S
An understanding of the principles and characteristics of effective academies		*	A/R/S
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MOA</b>
Experience of the development and implementing a data & MIS strategy within a complex organisation	*		A/R/S
Experience of producing data within an educational organisation		*	A/R/S
Experience of deploying measures to ensure data is of high integrity	*		A/R/S
Experience of implementing a MIS/information system or new module within a complex organisation	*		A/R/S
Experience of analysing educational performance data to highlight trends and comparisons with national and local benchmarks		*	A/R/S
Experience of working in a fast paced environment and providing the flexibility to deliver to demanding deadlines	*		A/R/S
Experience of successfully leading a team	*		A/R/S
<b>LEADERSHIP &amp; MANAGEMENT</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Direct and co-ordinate the work of others	*		A/R/S
Set high standards and provide a role model for students and staff and take responsibility for own and others professional development	*		A/R/S
Liaise effectively with other organisations and agencies	*		A/R/S
Develop, maintain and use an effective network of contacts, seeking advice and support when necessary	*		A/R/S
Motivate all those involved in the delivery team	*		A/R/S
Deal sensitively with people and resolve conflicts	*		A/R/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
A passion for education and making a difference	*		A/R/S



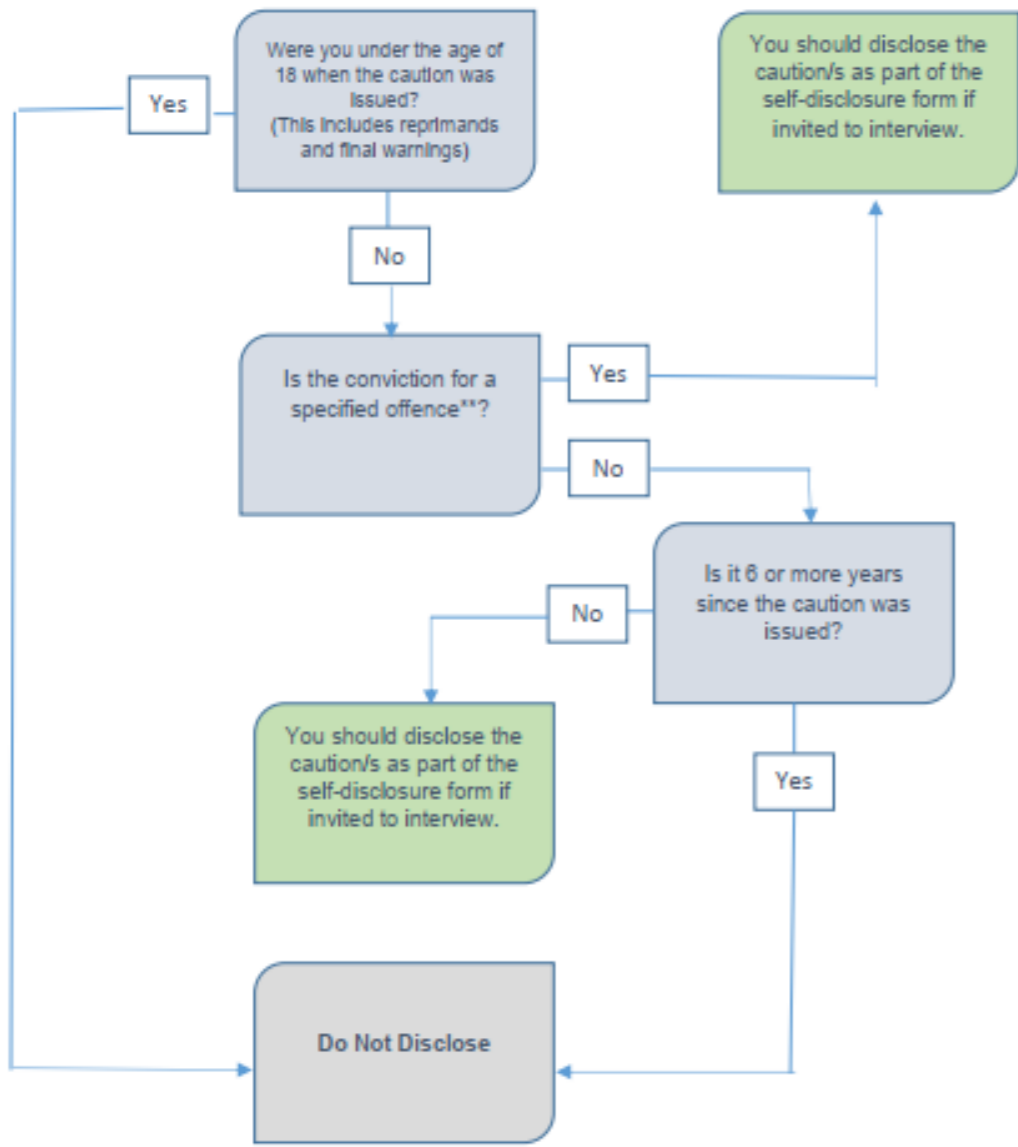
Excellent communicator	*		A/R/S
Effective team member and leader	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
A flexible approach to work to meet the demands of a multi academy trust	*		
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



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**Disclosure of a Caution**  
(this includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dbc-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Disclosure of a Conviction**  
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

\*[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf)

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