Job description: Trust Data and Systems Manager

Location	Flexible with travel to Trust schools and our office bases in Reading, London and Lincoln as required
Contract term	Permanent
Full time/term time	Full time
Pay range	RG9 SCP 45-50 £53,629-£60,004
Reporting to	Chief Operating Officer

Job purpose

The successful candidate will oversee the development and implementation of Anthem's data, intelligence, and systems strategy for its schools, ensuring internal and external stakeholders have access to reliable and timely data on all aspects of school performance.

You will be required to manage all aspects of the school management information systems (MIS) including all supplementary systems that form part of the trust's data and systems eco-system.

The role will require you to collect, analyse and interpret data in line with the Trust's requirements, reporting on a range of internal and external key performance indicators relating to all aspects of the trust's operations.

Main duties and responsibilities

- Provide trust wide expertise in all aspects of commonly used Management Information Systems and wider trust data and systems eco-system.
- Lead a community of best practice, providing advice, guidance and support to staff, ensuring that the ensuring that standardised data collection, storage and analytical processes are implemented and maintained.
- Provide support and training for users to ensure consistent use of systems and analytical outputs
- Provide education and operation leaders with data and insights to enable comparison of the performance of Anthem schools with appropriate statistical neighbours to support and inform the development of school improvement planning and wider trust objectives.
- Produce statistical analyses of local, regional and national statutory benchmark and outcomes data for use by stakeholders across the trust to inform delivery, development and improvement plans.
- Analyse educational and operational data to provide insights that equips Anthem's Executive Team and Trustees to establish appropriate performance targets and identifies possible areas of opportunity for improvement in school performance and Trust operations.

- Design and produce reports to evaluate and provide evidence of the impact of key educational initiatives and intervention implemented at a school, cluster or Trust wide level.
- Prepare data for presentations and reports to managers, Trustees and other stakeholder groups to enable them to determine the best course of action for improvement and development.

The role involves regular communication with the Chief Executive, Education Directors and senior leaders around the organisation. This job description needs to be considered in the context of a developing and evolving situation and therefore the responsibilities described may need to be adapted to meet changing needs.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The successful candidate will have a right to work in the UK.

Person specification: Trust Data and Systems Manager

Qualifications and training *Evidenced through: Application*	Essential	Desirable
2:1 Degree or higher	✓	
Member or Associate of professional body		✓

Experience/employment record *Evidenced through: Application/Interview/References*	Essential	Desirable
Experience of analysing educational data to provide senior leaders and school leaders with a clear picture of educational performance and priorities for educational improvement	✓	
Experience of measuring strategic performance, developing key performance indicators and action planning	✓	
Experience of facilitating the sharing of best practice, information and know-how	✓	

Professional Knowledge and Understanding *Evidenced through: Application/Interview/References*	Essential	Desirable
Knowledge and experience of statistical methodologies and techniques at degree level or above	✓	
Knowledge of the education system, the different factors that influence achievement and understanding of the use of data in an educational context	✓	
Good knowledge of Microsoft Office and related packages including excellent Microsoft Excel Skills	✓	
Good understanding of the connections between data analysis and school improvement		✓

Personal qualities *Evidenced through: Application/Interview/References*	Essential	Desirable

Strong verbal and written communication skills and the ability to provide advice and information in accurate spoken English	✓	
Excellent analytical and research skills with concern for detail which is sufficient to maintain a high level of accuracy at all times	✓	
Ability to communicate with a range of education, professionals and external educational organisations providing advice and information based on data analysis, to both technical and non-technical audiences	✓	
Well-developed organisational skills with ability to work under pressure to meet tight deadlines	✓	
Proficient in the use of analytical packages & knowledge of educational MIS to meet business need	✓	
Presentation and written communication skills must be highly developed to prepare reports and papers for consideration by Education Executive Team and other senior external stakeholders	✓	
Concern for detail must be sufficient to maintain a high level of accuracy at all times, and confident report and documentation skills	✓	
Ability to think strategically whilst demonstrating a practical and can-do attitude is essential	✓	
Be passionate about the aims and values of Anthem Schools Trust	✓	
Be self-motivated and resilient, with a "can do" attitude	✓	
Be able to work calmly and pragmatically under pressure	✓	
Be able to prioritise workload to reflect the priorities of the organisation, with a proactive approach to tasks and projects	✓	
Be output driven, with a focus on outcomes and fulfilling requirements	✓	
Have the motivation to improve standards and deliver beyond expectations	✓	
Ability to find creative and innovative solutions to improve more efficiency	✓	
The highest standards of integrity	✓	
Network-minded, with an unambiguous understanding of what excellence looks like, and how to secure it across multiple schools	✓	
Capacity for and commitment to own personal development	✓	
Intellectual curiosity and rigour	✓	