

**JOB DESCRIPTION
DATA & OUTCOMES ANALYST**

PEOPLE MANAGER	Chief Growth & Strategy Officer
LOCATION	EDINBURGH HOUSE, LONDON

- As the needs of the business can change rapidly this role will change accordingly, therefore this job description should be viewed as guidelines which are subject to change.
- It may be amended at any time following discussion between the People Manager and colleague and may be reviewed as part of the performance review process.
- The postholder may be required to undertake other duties as reasonably required by their People Manager or any member of the leadership team.
- All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks as per the latest statutory safeguarding guidance.

OVERVIEW

As Octavia House Schools grows from 5 to 10 specialist school sites, we are establishing a new Data & Outcomes function to ensure that leaders, governors, commissioners and partners have high-quality information to drive decision-making and demonstrate impact.

The Data & Outcomes Analyst will lead on collecting, analysing and presenting data across referrals, placements, pupil outcomes, school performance, workforce, finance and organisational KPIs. You will also support the development of an organisation-wide **Outcomes Framework** and produce insight that strengthens strategic planning, marketing, commissioning and future site development.

This is a rare opportunity to shape a new function from the ground up and influence how a specialist school group uses data to improve children's lives.

RESPONSIBILITIES

Key Responsibilities

- Develop and maintain high-quality datasets, dashboards and reporting tools across all OHS schools.
- Build systems that allow leaders to track performance, outcomes and trends across education, therapy, safeguarding and attendance.
- Support the development of an OHS-wide outcomes framework to measure progress for pupils with SEMH, Autism/ADHD and complex needs.
- Ensure data is accurate, timely and aligned with organisational priorities

Referrals, Placements & Commissioning Intelligence

- Analyse referral patterns, conversion rates, unmet need and local authority behaviour.
- Produce insight that informs commissioning discussions, pricing strategy and future provision development.
- Track demand for SEMH, Autism/ADHD and blended provision pathways.
- Provide intelligence to support strategic decisions about new sites, capacity and staffing.

School Performance & Pupil Outcomes

- Develop dashboards and reports for:
 - attendance
 - progress and attainment
 - therapeutic outcomes
 - safeguarding indicators
 - reintegration and blended provision pathways
- Support Heads and Executive Leaders to interpret data and identify improvement priorities.
- Provide analysis for inspections, quality assurance and school improvement planning.

Workforce, Finance & Organisational KPIs

- Produce regular reports for the Board and Executive Team on:
 - workforce metrics (recruitment, retention, absence, training)
 - financial KPIs
 - site capacity and utilisation
 - operational performance
- Support scenario modelling and forecasting for organisational growth

Impact Reporting & Strategic Modelling

- Lead the development of an annual **Impact Report** demonstrating outcomes, progress and value for money.
- Provide data and insight to support strategic modelling for new school sites and service expansion.
- Contribute to business cases, bids and external funding applications.

Marketing, Communications & External Reporting

- Provide data and insight to support marketing campaigns, website content and stakeholder communications.
- Produce evidence for local authorities demonstrating impact, value for money and outcomes.
- Support the creation of case studies and impact reports for commissioners and partners.
- Ensure all data processes comply with GDPR and safeguarding expectations.

Systems, Quality & Compliance

- Support the implementation of new systems and tools as the organisation grows.
- Lead on data quality assurance, validation and continuous improvement.
- Provide training and support to staff on data literacy and effective use of information.

OHS BEHAVIOURS

We expect all OHS colleagues to demonstrate the following behaviours at all times towards pupils, colleagues and families: accountable, adaptable, collaborative, communicative, creative, empathetic, proactive, resilient.

PERSON SPECIFICATION DATA & OUTCOMES ANALYST

SKILLS, TRAITS, KNOWLEDGE & UNDERSTANDING

- Strong analytical skills and experience working with complex datasets.
- Experience in education, SEND, social care or a related field (desirable but not essential).
- Understanding of outcomes measurement, performance frameworks or impact reporting.
- Experience producing dashboards, reports and visualisations for senior stakeholders.
- Knowledge of the needs of pupils with SEMH, Autism/ADHD or complex profiles (advantageous).

Skills & Competencies

- Excellent data analysis and interpretation skills.
- Ability to communicate complex information clearly to non-technical audiences.
- Strong organisational skills and ability to manage competing priorities.
- High attention to detail and commitment to accuracy.
- Ability to work collaboratively across multiple teams and sites.
- Proactive, solution-focused and able to work with pace in a growing organisation.

QUALIFICATIONS, TRAINING & EXPERIENCE

- A degree or other relevant professional qualification and/or professional experience and evidence of relevant training and development.
- Substantial experience of working in data and analysis within an education setting or related field.

- Experience of working with client-level management information systems within an education, social care or related field.
- Experience of applying complex statistics and formulas to manipulate and analyse large-scale data sets including developing systems to automate these processes.
- Experience of using computer software (such as Salesforce) to produce high-quality sophisticated data capture that presents the results that allow us to track and find trends.