Trust Data Manager

RECRUITMENT PACK

Message from the Chief Executive Officer

Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values-driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

Our Vision

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.

Trust Data Manager

Salary: Scale PO3 Scale Points: 32-35 (£40,221 - £43,421)

Contract: Permanent, all year round (52 weeks), 37 hours per week. We will consider a reduction in working weeks for the right candidate.

Location: Central Team, including home-working on occasion, supporting all academies across the Trust.

Accountable to: Head of Insight & Governance, Director of Education & Chief Executive Officer

Start date: ASAP

Introduction

Great Schools Trust is committed to delivering high-quality education and fostering academic excellence across our network of schools. Our trust comprises 5 academies, each dedicated to creating a supportive and stimulating learning environment for students. We are now seeking a dynamic and analytical Trust Data Manager to join our team and drive data-informed decision-making across the trust.

Key Benefits

- A Trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being along with services such as counselling and access to a child and dependant care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust
- Salary sacrifice scheme - Cycle to Work

Overview

The Trust Data Manager will play a critical role in translating data into actionable insights that enhance educational outcomes and operational efficiency within our multi-academy trust. This role involves collecting, analysing, and interpreting data to support strategic planning, performance monitoring, and continuous improvement initiatives.

The Trust Data Manager will collaborate closely with senior leaders, school administrators, and educators to ensure data-driven strategies are effectively implemented.

Key Responsibilities

Strategic Planning and Support:

- Ensure you stay updated with the latest developments in educational data analysis and technology.
- Collaborate with senior leaders to facilitate data-driven strategies for academic improvement.
- Ensure all academies operate as efficiently as possible with regard to data, assessment and reporting.
- Work with the Insight Team and Director of Education to evaluate the impact of programmes and interventions using robust data analysis methods.
- Provide training and support to Academy Data Managers on the completion of Census Returns, taking responsibility for ensuring these are accurate and completed in a timely manner.
- Ensure data in each Table Checking Exercise is reviewed by Academy Data Managers and Principals before being signed off and returned.
- Provide any work requested by the Director of Education for quality assurance checking.

Stakeholder Engagement:

- Support the Head of Insight & Governance to prepare relevant data/reports for Trustees and Local Academy Councils.
- Have due regard to the need to, on occasion, communicate insights effectively to a non-technical audience, ensuring clarity, integrity, accuracy and relevance.
- Foster a culture of data literacy and evidence-based practice across the trust.
- Continually monitor the skillset and training needs of Data Managers within the Trust to identify and deliver core system training.
- Support the Trust Data Managers with troubleshooting MIS issues, referring them to third-party support as necessary.
- Provide necessary support to school Examination Officers in the lead up to and during external examination periods.
- Support the Trust Central Team, in particular the Directors of Education, with any data-related requests.
- To support the Academies and deputise in the absence of an Examination Officer for organisation, setting up, security and general administrative support for internal and external examinations, including but not limited to:
  - Collection and submission of exam entries.
  - Downloading of Base Data from appropriate Exam Board websites into Exams organiser module, link awards and modules to enable exam marksheets and entries to be implemented.
  - Collation, checking, packing and despatch of examination scripts.
- Maintain confidentiality around data at all times and report any breaches or concerns to Line Manager at earliest opportunity.

Performance Monitoring and Reporting:

- Ensure each Academy has the necessary policies and procedures for holding and retaining data as well as up-to-date assessment arrangements.
- Ensure the Trust-wide Assessment Calendar is prepared in a timely fashion in advance of each academic year taking feedback from Principals into account.
- Keep up-to-date with externally-produced data reports for each Academy bringing any matters of concern or interest to the attention of the Director of Education and line manager.
- Ensure the detailed breakdown of KS1-4 data is communicated in an appropriate time frame to the Academy Principals
- Produce reports based on the needs of the organisation in a systematic and timely manner to support trust-wide analysis and decision making.
- Monitor trends in data surrounding academic performance, attendance, behaviour, and other key metrics across the Trust.
- Identify trends, patterns, and areas for improvement to inform strategic decision-making.
- Direct the work of the Insight Officer in generating performance reports.

Data Analysis and Interpretation:

- Ensure systems are in place to capture, clean, and analyse quantitative and qualitative data from various sources.
- Develop and maintain dashboards, reports, and visualisations to communicate key insights.
- Interpret complex data sets and provide actionable recommendations to stakeholders.
- Analyse data for possible inconsistencies that may skew analytical results.
- Oversee the downloading and analysis of external examination results (including during the summer exam period)

GDPR:

- Act as the Designated Officer for all matters of GDPR across the Trust.
- Act as the Trust contact for the ICO.
- Ensure all data collection, storage, and processing activities comply with GDPR regulations, including obtaining consent when necessary.
- Facilitate and manage data subject requests, such as access, rectification, and deletion of personal data.
- Implement procedures for detecting, reporting, and investigating data breaches, including notifying the relevant authorities and affected individuals.
- Establish and maintain contracts with third-party processors to ensure they adhere to GDPR standards.
- Manage a process for receiving, logging, and responding to FOI requests within the statutory timeframe, ensuring the proper handling of public information.

- Conduct DPIAs for high-risk data processing activities to identify and mitigate potential risks
- Liaise with the Director of IT in relation to new software registrations and IT security matters.
- Provide regular GDPR training and awareness programs for staff to ensure understanding and compliance with data protection policies.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and trust improvement.
- Take appropriate responsibility and action for safeguarding.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to an appropriate person.
- Promote and act in accordance with the Code of Conduct and key policies.
- Demonstrate a commitment to continuous professional development and support our People Leadership Strategy.
- Attend trust and academy events as required and make a positive contribution during such events.

Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.

This appointment is with the Great Schools Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

Person Specification

Qualifications:

- GCSE or equivalent level in English and maths (E)
- Bachelor's degree in Data Science, Statistics, Education, or a related field. (D)

Knowledge & Experience:

- Proven experience in data analysis, preferably within the education sector or a multi-academy trust. (E)
- Experience in developing and maintaining dashboards, reports, and data visualisations for a range of audiences. (E)
- Experience in monitoring and reporting on key performance indicators (KPIs). (E)
- Experience in strategic planning and supporting decision-making processes. (D)
- Experience in ensuring data integrity and security and an awareness of the purpose of GDPR. (D)
- Knowledge of data protection regulations and ethical considerations in data management. (E)

Skills and Abilities:

- Proficiency in data analysis software and use of formulae to identify trends (E)
- Experience using Power-Bi, SQL, SharePoint (D)
- Experience using Bromcom or other school MIS (D)
- Knowledge of national data in both primary and secondary school contexts (D)
- Understanding of educational performance metrics and indicators including national trends. (E)
- Strong statistical and analytical skills with an eye for detail and the ability to interpret complex data sets. (E)
- Ability to work collaboratively and build strong relationships with stakeholders. (E)
- Familiarity with wider educational data systems and software. (D)

Personal Attributes:

- Passion for education and improving student outcomes. (E)
- Strong problem-solving skills and a proactive approach to challenges. (E)
- Commitment to CPD and staying abreast of education trends. (E)
- Ability to work independently and manage multiple projects simultaneously. (E)
- Demonstrated leadership/line management of colleague(s). (D)
- Enthusiasm for promoting data literacy and evidence-based practice across the organisation. (D)

Equal Opportunities:

- Commitment to promoting equality, diversity, and inclusion. (E)
- Understanding of the importance of creating an inclusive environment for staff and students. (E)

Safeguarding:

- Commitment to safeguarding and promoting the welfare of children and young people. (E)

This person specification is intended to provide a clear outline of the requirements and expectations for the role of Trust Data Manager at the Great Schools Trust. The successful candidate will be a dedicated and skilled professional, capable of driving data-informed strategies that support our mission of delivering excellent education across our family of schools.

Equal Opportunities

Great Schools Trust is committed to promoting equality, diversity and inclusion. We welcome applications from all backgrounds. Great Schools Trust is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to safer recruitment practices including satisfactory references and an enhanced DBS check.

Submitting your application

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

Completed applications should be sent to HR Business Partner, Dominique Stead at: recruitment@greatschoolstrust.com

Closing Date for Applications: Sunday 3rd November

Interviews

Interviews: W/C 4th November

Data Protection

Protecting your personal data is of the utmost importance to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide us with will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR). You have the right to object to us processing your data in this way.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity**, **address** and **right to work** in the UK;
- Verification of relevant **qualifications**;

- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition** check (where applicable)