

Leigh Academies Trust – Job Description

Job Title: Trust Data Manager

Reporting to: IT Director

Responsible for: n/a

Working basis: Term Time + 2 weeks

Location: The Leigh Academy, but travel to all sites essential

Purpose of role

In liaison with the Executive Directors/Officers across the Trust, to provide efficient and effective assessment, reporting, recording and tracking using our systems. You will be responsible for reconciliation of management information and data for executive level decision making.

Key Responsibilities

- Collect, organise and check documents for module reviews, uploading final documents to portal and distribute to governors.
- Provide Trust-wide analysis of key data sources, i.e. RAISE and L3VA.
- Undertake analysis of examination outcomes across the Trust.
- Analyse admissions trends, including mapping relevant catchments.
- Research local/national trends and provide academic benchmarking data for the Trust.
- Provide analysis of Trust-wide destinations and retention information.
- Oversee production and distribution of the MIP.
- Review all academy census submissions.
- Provide regular reports as requested by CEO/DCEO.
- Support production of board papers, especially Academic Standards, Resources and Trust Board.
- Support data collection for external bids submitted by the Trust.
- Provide support as required to data managers and principals across the Trust.
- Support analysis of Trust-wide surveys.
- Act as a key player in the centralisation of the Trust MIS reporting tools.
- Act as a key player in the selection and adoption of new/replacement MIS system.

Person Specification

- A bachelor's degree or equivalent professional qualification.
- Excellent knowledge of MS Office packages including Excel and Pivot tables.
- Prior experience working with MIS including SIMS, CMIS, Bromcom MIS and GroupCall Xvault.
- Previous skills in a data administrator role.
- Strong knowledge of writing SQL queries for data extraction and manipulation.
- Ability to manage workload self-sufficiently and engage with employees at all levels.
- Experience of communicating with senior management level staff.
- Good understanding of data protection principles.

Addendum

This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to clarification or amendment at any time after consultation with the holder of the post.

Signatures

Name: _____ Date: _____