

Job Description and Person Specification

Role	Data Analyst
Grade and Range:	Band A, Points 23 to 28
Location:	Flying High Partnership HQ
Accountable to:	Director of Education
Date last reviewed:	June 2024

Position Overview

The role of Data Analyst will be based in the Flying High Partnership (FHP) Central Team. This role will focus on the Education Team, driving the development of efficient systems to support data collection, analysis, and presentation at both the school and Trust levels.

The post holder will create dynamic data presentations for various stakeholders to aid in self-evaluation and the identification of strengths and priority areas. Additionally, the role will support the entire Central Team, including HR, Finance, Operations, and the Futures Team, by providing comprehensive data analysis and presentation services.

This role is essential to our mission of developing outstanding schools and making every day count for all children.

Main Duties

- Further develop and streamline systems to enable school-level and Trust-wide data collection and analysis.
- Analyse and manipulate pupil performance data to identify trends, strengths, and areas of improvement.
- Analyse data against Key Performance Indicators, preparing presentations for a range of stakeholders including schools, Trustees, and the DfE.
- Provide training and support to a range of audiences.
- Contribute to the Education Team's strategic use of data by proactively identifying solutions.
- Provide support across the partnership, including the Education team, HR team, Finance team, Operations team, and Flying High Futures, to collect and present identified data.

Data Collection and Data Analysis – Education

- Further develop and streamline the processes of collecting in-year and end-of-key-stage data from all schools across the Trust at data submission points.
- Further develop the processes for collecting attendance, exclusions, and safeguarding data.

- Establish new systems to support effective and efficient data collection across the Trust.
- Work with the Trust-wide assessment system, ScholarPack, to ensure efficient processes are in place to reduce workload and increase the accuracy of data collection and representation.
- Analyse and manipulate data to develop a detailed understanding of school-level and Trust-wide performance, including the performance of identified groups of children.
- Identify trends, priorities, and areas of improvement to be presented to the Education team.
- Present data in a range of formats and details, producing bespoke reports for different audiences.
- Regularly update the variety of data dashboards and infographics which are used by a range of audiences including schools, Governors, Trustees, and the DfE.
- Provide schools and the central team with support and training where appropriate.
- Critically evaluate current data systems and identify innovative solutions in response to the ever-changing world of education and technology.
- Working with the Education team, be proactive in identifying solutions that will enhance the way data is used to support school improvement.
- Work with the Executive PA and Company Secretary to ensure up-to-date Trust-wide data is available via the Trust website.
- Ensure that data is collected, stored, and shared in line with GDPR requirements.

Data Collection and Data Analysis - Wider Team

- Support all departments across the central team to develop accurate and efficient systems to collect, analyse, and present data.
- Support the Business Leadership Team to develop and update a comprehensive data dashboard, to be presented to a range of stakeholders including Governors, Trustees, and the DfE.
- Support both the CEO and DCEO in collecting and analysing a range of data for the Trust and to support their wider activity across the system.
- Work in partnership with the IT team to ensure the effective implementation of any new data analysis systems.

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright, etc., reporting all concerns to your line manager.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise your strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- Perform any other task under the reasonable direction of your line manager, which could include assisting in other areas of the Central Team and schools.

Person Specification:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
Qualifications and Education		
Evidence of continued professional learning	AF	
Current driving licence and access to own transport	AF	
Microsoft Office Specialist qualification (or equivalent)		AF
Experience		
Significant experience in data collection, analysis, and presentation	AF	
Experience in data collection and analysis within education	AF	
Experience of using Scholar Pack MIS software		AF
Experience in data collection and analysis within a multi-academy trust		AF
Experience working with schools, local authorities and national agencies including the DfE and ESFA		AF
Experience of working within a busy and effective team, meeting agreed deadlines	AF/ I	

Experience of school assessment systems	AF	
Extensive experience in utilising data handling software to support data analysis and representation	AF/ AST	
Experience in presenting data dynamically to a variety of audiences	AF/ I	
Experience with data visualisation tools such as Power BI		AF/I
Experience with statistical software		AF/I
Skills and Abilities		
Ability to manipulate and present complex data clearly to a range of audiences	I/ AST	
Ability to identify trends, priorities, and areas of interest from data analysis	I/ AST	
Excellent IT skills Inc. Teams, Word, Excel, PowerPoint and Office 365	AF/ AST	
Excellent written and verbal communication skills to enable and promote effective relationships	AF/ I	
Ability to consistently meet deadlines	AF/ I	
Has a future-thinking attitude and an awareness of current challenges and innovations in the use of data in schools	AF/I	
Strong attention to detail	I/AST	
Ability to work independently and flexibly without direct supervision	I/AST	
Strong problem-solving skills and the ability to think critically	I	
Knowledge of data privacy standards and regulations (e.g., GDPR)	I	