



*St Francis Catholic
Multi Academy Trust*

Recruitment Pack

Data and Systems Manager

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The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



Job Title: Data and Systems Manager

Salary/Grade: NJC - BAND K £47,181 - £50.269

Hours: 37

Contract Type: Permanent

Working Weeks: 52 weeks although Term Time plus 3 Weeks would be considered.

Location: Central Trust Headquarters with travel across our academies

Closing Date: 9am on Monday 21st September 2026

Interview Date: W/C Monday 28th September 2026

Start Date: As soon as possible

St Francis Catholic Multi Academy Trust, currently serves our family of 14 schools across Rotherham, Doncaster and Nottinghamshire and is on a growth strategy to accommodate 24 schools in line with the Bishop's vision for education. Guided by Gospel values, we are seeking a Data and Systems Manager to join our Central Team to revolutionise our use of data across the Trust.

While you do not need to be a practicing Catholic, you must be deeply committed to upholding and enriching our distinctive Catholic ethos, ensuring equity, care, and professional flourishing for our colleagues.

Whilst on its journey of growth, the Trust is seeking to appoint a candidate who has the vision, skills and experience to support our school leaders directly in the establishment and delivery of our data strategy. This will include the development of our internal and external data management systems as well as the creation and evolution of a unique data dashboard for the Trust and the delivery of the associated training and development of leaders.

What we offer:

- A highly supportive executive team and an ambitious Trust Board.
- The opportunity to work alongside a growing Central Team.
- A strong commitment to your personal professional development.
- An energetic and ambitious Central Team who are committed to the success of all.
- A wonderful community of school leaders who protect and develop each other in the name of the common good.

How to Apply

If you would like to have discussion about the role and speak with either Siobhan Kent, CEO or Sarah Graham, CFOO, please contact recruitment@stfranciscmat.com

Applications close at **9am on Monday 21st September 2026** and should be submitted [online via Teaching Vacancies online](https://www.teachingvacancies.co.uk)





Job Description

Purpose of the Role

The Trust Data and Systems Manager will lead on the strategic management, analysis, and optimisation of student, staff, and organisational data across all academies within the Trust. The successful candidate will ensure that high-quality, compliant data systems (such as Arbor) and analytical tools (such as Power BI) are utilised effectively to drive school improvement, secure statutory compliance, and support executive decision-making.

Crucially, the postholder will perform their duties in a manner that supports and promotes the distinctive Catholic mission, values, and ethos of the Trust and its constituent schools.

Key Responsibilities

1. Ethos and Mission

- Support and actively contribute to the Catholic vision, values, and distinct character of the Trust.
- Maintain positive, collaborative, and respectful working relationships with all stakeholders, including the Executive Team, the Central Team, Headteachers, local governors, and the Diocese.
- Ensure data handling policies and practices reflect the ethical standards and pastoral care essential to a Catholic educational community.

2. Strategic System Management & Integration

- Oversee the administration, development, and standardisation of the Trust's Management Information Systems (MIS) across all primary and secondary schools.
- Lead on the migration or onboarding of new schools into the centralised Trust systems.
- Manage user permissions, system access profiles, and data workflows to maintain an optimal balance between accessibility and absolute data security.
- Liaise with external system providers and third-party software applications to ensure seamless integration and data synchronisation.

3. Data Analysis, Insight & Reporting

- Design, build, and maintain centralised data dashboards (e.g., via Power BI) to visually present unique and personalised key performance indicators (KPIs) regarding all aspects of Trust performance and context including pupil attainment, progress, attendance, and behaviour.
- Provide the Executive Leadership Team, Trust Board, Local Academy Committees and School Leaders with highly accurate, timely, and concise strategic reports to evaluate school performance.
- Deliver deep-dive data analysis to help isolate trends and identify in-school variations or vulnerable student groups needing intervention.





4. Statutory Returns & Compliance

- Coordinate and take accountability for the flawless and timely execution of all statutory data returns, including School Censuses, Workforce Censuses, and specific Diocesan data tracking.
- Act as a key point of guidance on data protection regulations (UK GDPR/Data Protection Act 2018), ensuring all schools manage student and staff information securely and lawfully.
- Ensure the creation of and adherence to data sharing agreements across the Trust.
- Supervise the electronic transfer of student records between schools during key transition phases (e.g., Year 6 to Year 7).

5. Training and Support Network

- Establish and lead a Trust-wide professional network for school-based data and administration staff to embed best practices, unified data entry protocols, and high standards of accuracy.
- Design and deliver professional development (CPD) and training programs to upskill "non-data specialists" so they can successfully translate data insights into classroom impact.
- Support academy leadership teams through key operational peaks, such as the new academic year setup, timetabling integration, and exam results analysis periods.

The role may require the post holder to undertake broader activities not highlighted above as directed by line management and the Executive Team of the Trust.





Person Specification

Criteria	Essential/Desirable
Faith, Mission & Ethos	
Commitment to support, maintain, and actively promote the distinctive Catholic mission, values, and holistic ethos of the Trust and its schools.	Essential
Practical understanding of the structural and community relationships between individual Catholic academies, the Trust central team, and the Diocese.	Desirable
Qualifications & Professional Development	
Educated to degree level (or equivalent) in an analytical, computational, technical or machine learning discipline, OR equivalent significant professional experience in a data-led role.	Essential
Evidence of continuous professional development (CPD) relevant to data analysis, systems administration, or information management.	Essential
Experience and Knowledge	
Substantial, proven experience managing and administering school Management Information Systems (MIS) within a school or Multi Academy Trust environment.	Essential
Extensive experience extracting, cleaning, mining, and analysing complex datasets to produce strategic, actionable insights for senior leadership teams.	Essential
Direct experience coordinating, validating, and submitting statutory education returns (e.g., DfE School Census, Workforce Census).	Essential
Comprehensive, practical knowledge of data protection legislation (UK GDPR / Data Protection Act 2018) as it applies specifically to the education sector.	Essential
Experience leading or heavily contributing to a large-scale system migration (e.g., transitioning schools from legacy software to a modern cloud-based MIS).	Desirable
Experience working within a centralised MAT team structure, successfully managing data architectures across multiple distinct physical sites.	Desirable
Technical Skills & Systems	
Advanced, expert-level competency in Microsoft Excel and Google	Essential
Deep functional knowledge of major school cloud MIS platform (e.g., Arbor)	Essential
Proficiency in developing, deploying, and maintaining automated data visualisation dashboards using Power BI or similar tools.	Essential
Understanding of secondary school timetabling structures, exam administration processes, and third-party analysis tools (e.g., FFT Aspire, SISRA Analytics).	Desirable





Familiarity with relational databases, basic coding, or scripting languages for data automation	Desirable
Personal Qualities	
The "Translator" Ability: Exceptional communication skills with the proven ability to translate complex technical/data concepts into plain English for non-specialist educators and governors.	Essential
Highly developed analytical thinking, logical reasoning, and a meticulous, uncompromising eye for data accuracy and structural integrity	Essential
Excellent organisational and time-management skills; a proven ability to work under high pressure and successfully navigate strict, conflicting statutory deadlines.	Essential
Strong collaborative skills; able to build a cohesive "data network" across disparate schools, showing empathy, patience, and leadership when training staff.	Essential

