Job Description for the Post of Data & Outcomes Analyst, Orchard Hill College Academy Trust

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Reporting to:	**Executive Director of Quality & Safeguarding**
Working with:	ESLT Principals SBMs Central Team Directors Data Protection & Compliance Colleagues
Direct Reports:	None

Responsible for: Trust-wide data analysis, reporting, dashboards, performance monitoring, data, quality, and compliance.

Functional Links: Executive Senior Leadership Team, School Leadership Teams, Governors, Trustees, IT, HR, Finance and External Partners.

Reporting Relationships: Reports to the Executive Director of Quality & Safeguarding and works across all schools and central functions.

Main Purpose: To lead the collection, validation, analysis and reporting of Trust-wide data to support school improvement, safeguarding oversight, compliance, and strategic decision-making.

Scope & Accountability: Accountable for data quality, performance reporting, dashboards, KPI monitoring, compliance reporting, forecasting and management information.

Systems interaction:

MIS: Arbor

Safeguarding: CPOMS

Identity/SSO and integrations: Entra ID / SSO (and associated integration approaches where applicable)

Data and reporting: Perspective Observatory, Power BI and data warehouse (and related reporting/data pipelines where applicable)

Key Responsibilities

Data Strategy

- Develop and maintain a Trust-wide data and outcomes framework.
- Lead the collection, validation, analysis and interpretation of data across all schools and central services.
- Provide strategic performance information to support decision-making by the Executive Team, Principals and Trustees.
- Monitor and analyse trends in outcomes, attendance, behaviour, safeguarding and overall provision.

- Contribute to Trust improvement planning through predictive analysis and performance forecasting.

Business Intelligence & Reporting

- Design and maintain dashboards and reporting tools using Perspective Observatory, Power BI, Excel and other reporting platforms.
- Produce regular KPI reports, management information and performance summaries.
- Present complex information in a clear and accessible format for a range of stakeholders.
- Develop automated reporting processes to improve efficiency and reduce manual administration.

Data Quality, Compliance & Governance

- Ensure high standards of data accuracy, integrity and consistency across Trust systems.
- Conduct regular audits of data quality and reporting processes.
- Ensure compliance with GDPR, Data Protection legislation and information governance requirements.
- Support statutory returns, audits, inspections and external reporting requirements.

School Improvement & Outcomes Analysis

- Support Principals and Senior Leaders in analysing school performance data.
- Identify emerging trends, risks and areas requiring intervention.
- Develop benchmarking reports and comparative analysis across schools.
- Contribute to evaluation of the effectiveness of educational, safeguarding and therapeutic interventions.

Safeguarding & Quality Assurance

- Produce Trust-wide safeguarding, attendance and behaviour reports.
- Support the Executive Director of Quality & Safeguarding in monitoring compliance and risk.
- Analyse safeguarding and wellbeing indicators to support early identification of concerns.
- Provide data evidence for quality assurance reviews and external inspections.

Systems Development & Improvement

- Lead on continuous improvement of data systems and reporting processes.
- Work with system providers to maximise reporting functionality and integration.
- Support implementation of new data systems, technologies and reporting solutions.
- Develop user guidance, training and support materials.

Stakeholder Support & Communication

- Build effective working relationships with school leaders, central teams and external stakeholders.
- Deliver training and support to improve data literacy across the Trust.
- Provide bespoke reports and analysis to meet organisational needs.
- Support Trust communications and impact reporting through evidence-based data.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Data & Outcomes Analyst, Orchard Hill College Academy Trust

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	***Requirements***	***Essential/Desirable***
Qualifications	Experience in Data Analytics, Information Management, or related discipline.	Essential
	Power BI/Data qualification.	Desirable
Experience & Skills	Advanced Excel, data analysis, dashboard creation, reporting, GDPR knowledge, stakeholder communication.	Essential
	Strong analytical and problem-solving skills.	Essential
	High attention to detail and accuracy.	Essential
	Education/MAT experience, Arbor, CPOMS.	Desirable
Personal Attributes	Analytical	Essential
	Collaborative	Essential
	Proactive	Essential
	Organised	Essential
	Resilient	Essential
	Committed to improving outcomes for children and young people.	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*