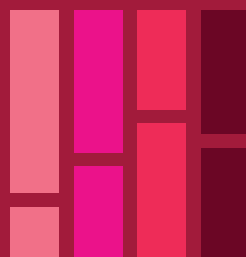




# Spencer Academies Trust

## Candidate Information Pack

### Digital and MIS Lead



**SPENCER**  
ACADEMIES DATA TEAM

#ASPIRATION #PARTNERSHIP #RESPONSIBILITY





# CHIEF EXECUTIVE

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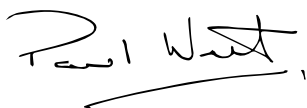
Thank you for your interest in this leadership role with Spencer Academies Trust (SAT). SAT is an educational charity, multi-academy trust and sponsor of academies. We educate over 18,000 children and young people in our academies and employ more than 2,500 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing trust with a national reputation for excellence.

We currently have 18 primary academies, 8 secondary academies and one primary-aged special school in our family of schools. All of our schools share our values and beliefs and benefit from the collaboration and added value that being a member of our Trust offers.

Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country, and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

These posts join an established, dynamic and impactful school improvement team and embody our commitment to ensuring that every child has the opportunity to both thrive and succeed.

If you are excited by the prospect of working on the front line in our academies, and feel you can meet the challenge and be an integral part of a successful and dynamic Trust, then we would like to hear from you.



Paul West,  
Chief Executive Officer, Spencer Academies Trust



**Paul West,**  
*Chief Executive Officer, Spencer Academies Trust*

# AIMS OF SPENCER ACADEMIES TRUST

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## **Mission**

Our Mission is to deliver the best possible outcomes for children and young people.

## **Vision**

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

## **Aspiration**

We believe that every child deserves access to a high quality education in a caring and supporting environment. We actively encourage and challenge our students to have the highest possible aspirations for themselves and for each other.

## **Partnership**

We know that schools are stronger when they collaborate and work together in partnership, we believe that we are ONE Spencer and support each other through sharing ideas, goals and resources.

## **Responsibility**

We are committed to caring for and safeguarding our community and take seriously our role in delivering an exceptional education for our children and young people, and providing a supporting environment in which to learn and work.

# DIGITAL & MIS LEAD

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## The Role

As Digital and MIS Lead at Spencer Academies Trust, you will be responsible for managing, analysing, and interpreting data to support strategic decision-making within the trust. This role typically involves developing and implementing data reporting platforms, ensuring data quality and integrity, and providing insights on school performance and student outcomes.

## JOB SUMMARY

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### Main Responsibilities

- Provide expert support and guidance to all schools in the effective use of the student MIS, including oversight of the helpdesk.
- Deliver engaging training to ensure staff effectively use the student MIS and digital tools to enhance processes and outcomes.
- Collaborate with schools and Trust-wide networks as well as SAT Directors to review and improve the use of the student MIS identifying opportunities for efficiency and implementing enhancements.
- Be an expert in, and champion the use of, Microsoft, digital and AI tools across the Trust, driving innovation and maximising their impact on education and operations.
- Lead the adoption of digital systems to empower schools and improve outcomes for all pupils.
- Maintain, further develop and improve SAT SharePoint, enhancing user experience and staff engagement.
- Support digital learning platforms, including Teams and SharePoint, to promote collaboration and the ongoing professional development of staff across the MAT.
- Provide support for the onboarding and integration of new schools as they join SAT, managing pupil data migration and aligning digital systems.

### You will need:

- Successful experience working with digital tools
- Experience of using a Student MIS
- A proactive, problem-solving mindset, with a focus on delivering meaningful impact, and the ability to use your own initiative and work proactively both in a team and independently
- Experience leading digital transformation projects and improving processes and experience with data management systems and an understanding of compliance requirements would be an advantage

### General

- Work in accordance with the Trust Code of Conduct, working in a professional manner, with integrity and maintaining confidentiality of records and information
- Maintain up to date knowledge in line with national changes as appropriate to the role
- Be aware of, and comply with, all Academy policies including Safeguarding and Health and Safety
- Participate in the Trust Professional Performance Review process and undertake professional development as required
- Adhere to all internal and external deadlines

- Contribute to the overall aims and ethos of Spencer Academies Trust, supporting its values of aspiration, partnership and responsibility, and establishing constructive relationships with nominated Academies and other agencies as appropriate to the role

These above-mentioned duties are neither exclusive nor exhaustive.

The post-holder may be required to carry out other duties as required by the Trust.

## TERMS AND CONDITIONS

Term	Permanent
Salary	NJC 33-37 (£44,075 - £48,227)
Pension	LGPS
Hours	Full Time
Office Accommodation	The registered place of work will be: Spencer Place
Right to work	The successful applicant will need to provide proof of the right to work in the UK before taking up the post.
Safeguarding	The successful applicant will need to complete level 2 safeguarding training (online) prior to taking up the post.

## JOB DESCRIPTION

Establishment:	Spencer Academies Trust
Post Title:	Digital and MIS Lead
Reporting to:	SAT Chief Executive

# PERSON SPECIFICATION

Qualifications and Experience	E	D
A degree or equivalent qualification		.
Recent professional development in education performance analysis and Information technology	.	
Detailed, current knowledge and experience of working with a current MIS		.
Detailed and current knowledge of Microsoft systems	.	
A comprehensive and current understanding of assessment processes, national curriculum tests, examinations, curriculum structures and relevant government policy across at least one of primary, secondary and post 16 phases (preferably all three)	.	
Detailed, current knowledge (and experience) of key national educational data and intelligence management information systems (e.g. Arbor, ASP, Fischer Family Trust, Oxford Analytics)	.	
A knowledge of how school leadership/management structures interact with data/ intelligence systems	.	
An understanding of GDPR compliance issues around data	.	
Experience of preparing data reports and dashboards for a range of audiences	.	
Experience in developing and deploying high throughput web applications	.	
Experience of leading the establishment of performance tracking systems	.	
Experience of working in an educational environment (e.g. school/college/university, local authority, academy trust)	.	
Experience of introducing new systems or modules to academies/local authorities/academy trusts or other relevant large organisations	.	
A driving licence	.	

<b>Knowledge and skills</b>	<b>E</b>	<b>D</b>
Ability to implement a Trust-wide data and intelligence strategy with active stakeholder involvement	•	
Ability to analyse data, evaluate system effectiveness and to report clearly and accurately	•	
Ability to communicate effectively with a range of stakeholders, including those unfamiliar with the technical aspects of intelligence systems	•	
Proven technical ability in relation to the operation of key systems	•	
Ability to devise new approaches to performance information capture and analysis as needed	•	
Outstanding communication skills (both written and verbal)	•	

<b>Personal Qualities</b>	<b>E</b>	<b>D</b>
High standards of personal and professional integrity	•	
Excellent interpersonal skills and emotional intelligence	•	
Commitment to the professional development of colleagues and self	•	
A commitment to highest levels of effort, endeavour and standards	•	
A passionate belief in the Trust's vision and values of aspiration, partnership and responsibility	•	
A creative, innovative and solution-focused approach	•	
Sympathetic to and supportive of the mixed multi-academy Trust model	•	
Excellent attention to detail	•	
Ability to prioritise effectively under pressure and go above and beyond in pursuit of excellence	•	
Self-led, able to manage competing demands and meet deadlines	•	
Ability to be analytical, problem-solve, plan and prioritise appropriately	•	

<b>Safeguarding</b>	<b>E</b>	<b>D</b>
A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.	•	
A thorough understanding of up-to-date safeguarding requirements and best practice.	•	



### **The successful candidate will:**

- have a strong track-record of success in their current role within a UK or international primary school
- be a strategic thinker who can design and implement school improvement systems
- be able to solve problems in a creative, resourceful and pragmatic way
- be excited by the challenge of the unknown with the resilience to respond to the unexpected and the flexibility to be hands-on

If you feel you can meet the challenge and be part of a successful and dynamic Trust, then we would like to hear from you.

# HOW TO APPLY

Thank you for your interest in this exciting opportunity with our Trust. For more information, please refer to our website at:

➤ [www.spencertrust.org.uk](http://www.spencertrust.org.uk)

To apply, please complete the online application form via our Every system which can be found via the vacancy page on our website.

➤ [www.spencertrust.org.uk/vacancies](http://www.spencertrust.org.uk/vacancies)

If you have any questions regarding the role or would like an informal discussion with Aoife Galletly please contact Alexina Robinson:

☎ 0115 646 4200

✉ [arobinson@spencertrust.org.uk](mailto:arobinson@spencertrust.org.uk)

<b>Closing date:</b>	08:00, June 16, 2025
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<b>Interviews:</b>	TBC
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All expressions of interest will be acknowledged. Spencer Academies Trust is an equal opportunities employer.



## Disclosure & Barring Service

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).



# CONTACT INFORMATION

📍 Spencer Academies Trust  
Regan Way  
Beeston  
NG9 6RZ

☎ 0115 646 4200

✉ @satrust\_

🚗 SAT NAV: NG9 6RZ

📷 [spenceracademies](#)

➔ [www.spencertrust.org.uk/](http://www.spencertrust.org.uk/)

✉ [info@spencertrust.org.uk/](mailto:info@spencertrust.org.uk/)



# SPENCER


ACADEMIES TRUST

## Registered Office

Arthur Mee Road  
Stapleford  
Nottingham  
NG9 7EW

 [spencertrust.org.uk](https://spencertrust.org.uk)

 [info@spencertrust.org.uk](mailto:info@spencertrust.org.uk)

 0115 646 4200

 @satrust\_

#ASPIRATION #PARTNERSHIP #RESPONSIBILITY