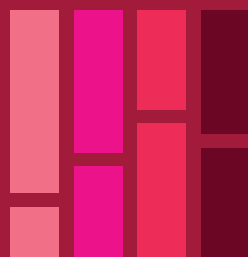# SPENCER
ACADEMIES TRUST

Spencer Academies Trust

Candidate Information Pack

Senior Data Analyst

SPENCER
ACADEMIES DATA TEAM

#ASPIRATION #PARTNERSHIP #RESPONSIBILITY

ASPIRATION
PARTNERSHIP
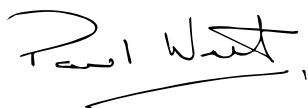# RESPONSIBILITY

CHIEF EXECUTIVE

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

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Chief Executive Officer, Spencer Academies Trust

AIMS OF SPENCER ACADEMIES TRUST

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.

SENIOR DATA ANALYST

The Role

As Senior Data Analyst 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

KEY RESPONSIBILITIES OF A SENIOR DATA ANALYST AT AN MAT:

DATA MANAGEMENT:

- Managing and organising large datasets from multiple schools within the trust.

DATA ANALYSIS:

- Performing in-depth analysis of student data, attendance, exam results, and other relevant metrics.

REPORTING AND VISUALIZATION:

- Creating clear and concise reports, dashboards, and visualizations to communicate data insights.

DATA QUALITY ASSURANCE:

- Ensuring the accuracy, completeness, and consistency of data across the trust.

SYSTEM INTEGRATION:

- Working with IT staff to ensure data integration between different systems and platforms.

STRATEGIC SUPPORT:

- Providing data-driven recommendations and support for strategic decision-making within the trust.

TEAM LEADERSHIP:

- Lead a network of school data managers within the trust.
- Train staff in a range of roles across the trust in data insights and analysis.

SKILLS AND QUALIFICATIONS

STRONG ANALYTICAL SKILLS:
Ability to identify trends, patterns, and anomalies in data.

DATA MANIPULATION AND MODELLING:
Experience with data manipulation tools and techniques.

DATA VISUALIZATION:
Ability to create clear and engaging visualizations to communicate data insights.

TECHNICAL SKILLS:
Familiarity with SQL, SSIS, SSAS, SSRS, and Power BI, or similar data technologies.

COMMUNICATION SKILLS:
Ability to communicate complex data insights in a clear and concise manner to both technical and non-technical audiences.

EDUCATION-RELATED EXPERIENCE:
Understanding of the education system and the data used to track student progress.

LEADERSHIP AND MENTORING SKILLS:
Ability to lead and mentor school-based colleagues.

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:	Senior Data Analyst
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		•
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 analysing education performance data across a number of organisations or complex departments to produce reports highlighting trends, comparisons with national and local benchmarks and areas of under-performance	•	
Experience of introducing new systems or modules to academies/local authorities/academy trusts or other relevant large organisations	•	
Experience of training teaching and educational support staff in data literacy and analysis.		•
A driving licence	•	

Knowledge and skills	E	D
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)	•	

Personal Qualities	E	D
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	•	

Safeguarding	E	D
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

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

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

Closing date:	08:00, June 16, 2025

Interviews:	TBC

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
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Beeston
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📷 spenceracademies

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