



Post Title	Trust Data Analyst
School / Organisation	Avanti Services Ltd
Location	London, Bishops' Stortford, South West or Leicester
Grade	Grade 10 <u>London:</u> £45,532 – £49,854 per annum pro rata Approximately £38,421 - £42,068 per annum (0.84383 FTE) <u>Leicester, South West and Bishop's Stortford:</u> £41,129 - £45,452 per annum pro rata Approximately £34,706 - £38,354 per annum (0.84383 FTE)
Hours	37.5 Hours per week
Contract Type	Permanent
	Term-time plus 2 weeks (39 Weeks per year)
Reports to	Trust Educational Lead
Preferred Start Date	February 2026

MAIN PURPOSES OF THE JOB

To provide MAT-wide oversight of data management, analysis and reporting across all schools (Reception to Year 13), ensuring accurate, timely and actionable insights that support educational excellence and informed decision-making at all levels of the trust.



RESPONSIBILITIES OF THE JOB

Data Management & Systems Administration

- Maintain and manage central MIS platforms (Arbor, SIMS, Bromcom or equivalent) across the trust
- Ensure MAT-wide data accuracy, consistency and compliance with GDPR and data protection legislation
- Oversee and quality assure data processing and validation procedures
- Support the onboarding of new schools to trust MIS platforms and data procedures
- Stay current with national data requirements, statutory changes and system developments

Analysis & Reporting

- Design, develop and implement automated reporting tools that integrate with MIS systems
- Produce regular, comprehensive data packs for schools that enable accurate performance evaluation.
- Create reports on key performance indicators across the trust using SISRA, Insight for primaries, Power BI or Excel
- Analyse pupil performance data across all key stages (Reception to Year 13) to identify trends and insights
- Support target setting and monitoring processes through effective data presentation

Stakeholder Support

- Support Principals and senior school leaders with recording, reporting and analysis of pupil performance data
- Provide guidance to school staff on assessment management and data entry processes
- Lead training sessions for school staff and senior leaders on data systems and best practices
- Create user-friendly data resources and documentation for non-technical users
- Respond to data queries and provide technical support to schools

Compliance & Statutory Returns

- Support schools and the central team with statutory external returns including the annual school census
- Ensure workforce data reporting is accurate and submitted on time
- Maintain awareness of and compliance with all relevant data legislation and educational requirements
- Coordinate census queries and support schools with data collection cycles

Strategic Projects

- Contribute to trust-wide data improvement projects and initiatives
- Identify opportunities to enhance data processes and reporting efficiency
- Participate in the development of trust data strategy and policies
- Collaborate with colleagues on cross-functional projects

General

- Travel occasionally to schools across the trust as required
- Undertake any other reasonable duties as requested by line manager
- Participate in trust-wide meetings and training as appropriate
- Maintain professional development in data analysis and educational data systems



PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Good standard of education or professional qualification in data analysis	X	
2.	Experience working within a school or multi-academy trust environment with experience in MIS systems	X	
3.	Experience creating reports and data visualisations, ensuring data quality and accuracy	X	
4.	Understanding of education data and performance metrics	X	
5.	Knowledge of GDPR and data protection legislation, with an understanding of data security and confidentiality principles	X	
6.	Knowledge of statutory data reporting requirements including school census	X	
7.	Highly effective administration and organisational skills with the ability to adapt to changing priorities	X	
8.	Excellent analytical and problem-solving abilities with strong attention to detail and accuracy	X	
9.	Advanced IT skills including database management, reporting and data analysis tools (i.e. Power BI, or advanced Excel)	X	
10.	Clear written and verbal communication skills, with the ability to present complex data in accessible formats	X	
11.	Training and support skills for non-technical users	X	
12.	Commitment to safeguarding and promoting the welfare of children and young people	X	
13.	Proactive and self-motivated approach	X	
14.	Ability to build effective relationships with stakeholders at all levels	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>