



TRUE LEARNING PARTNERSHIP



Trust Data Analyst
Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in the role of Trust Data Analyst at the True Learning Partnership.

True Learning Partnership is a cross-phase Multi-Academy Trust made up of five schools, brought together by a shared commitment to collaboration, inclusion and high standards. Everything we do is rooted in our belief that children, families and communities should be at the heart of education. As our Trust continues to grow and develop, how we communicate who we are, what we stand for and what we offer has never been more important.

The Trust Data Analyst role is an important part of how we strengthen the use of data across our two secondary and four primary schools. The focus of the role is on making sure our data is accurate, consistent and genuinely useful, getting the best out of systems like Bromcom and Power BI, and turning data into clear, practical insights for leaders, governors and trustees. Working closely with the Director of Education and colleagues in schools, this role will help bring a more joined-up and consistent approach to how we use data to support improvement.

We are looking for someone who is confident working with data and systems, but just as importantly can explain what it means in a way that others understand. You will need to be organised, approachable and happy working with a range of people across different schools, with a genuine interest in using data to make a difference for pupils.

Applications should be submitted via My New Term. Your supporting statement should set out the skills, experience and personal qualities you would bring to the role, and how these align with the vision and values of the True Learning Partnership.

We hope you are excited by the opportunity to work with dedicated and forward-thinking colleagues to support meaningful and lasting impact across our schools. If this sounds like the right role for you, we would very much welcome your application.

Professor Geoff Baker,
Chief Executive Officer



Job Description & Person Specification

Location:	Trust-based with school visits to all the schools within our Trust
Reporting to:	Director of Education & School Improvement
Working closely with:	School Data Leads
Contract:	Full-time/Full year (flexible or part-time considered)
Salary:	CE Grade 8 (£35,412 - £39,152 FTE) pay award pending

Role Purpose

The Trust Data Analyst is a key role in supporting the effective use of data across the Trust's two secondary and four primary schools. The postholder will be responsible for maintaining high standards of data accuracy and consistency, developing robust data systems and processes, and ensuring the effective use of Bromcom and Power BI. The role will lead on the production of clear, accessible analysis and reporting for leaders, governors and trustees, helping to inform decision-making and support school improvement.

Working closely with the Director of Education, school data leads and colleagues across Trust schools, the postholder will contribute to a consistent, joined-up approach to data, with a strong focus on quality, clarity and impact.

Key Responsibilities

1. Data Systems and Management

- Act as the Trust lead for the effective use of Bromcom, ensuring consistent setup, data entry and reporting across all Trust schools.
- Develop and maintain standardised data collection frameworks, calendars and definitions across primary and secondary phases.
- Provide Trust-wide oversight and quality assurance of statutory data returns, including the School Census, ensuring accuracy, validation and timely submission across all schools.
- Ensure data accuracy, integrity and timeliness across Trust systems, addressing errors and inconsistencies.
- Oversee the secure handling of data in line with GDPR, DfE and Trust policies.

2. Analysis, Reporting and Insight

- Design, develop and maintain Bromcom and Power BI dashboards and analytical reports tailored to different audiences, including school leaders, senior Trust leaders, governors and trustees.
- Produce regular and bespoke reports that clearly communicate performance, trends, strengths and risks at school and Trust level.
- Analyse attainment, progress, attendance, behaviour and pupil group data to inform strategic discussions and school improvement planning.
- Ensure reporting supports Trust priorities, accountability requirements and inspection readiness.

3. Collaboration and Capacity Building

- Work closely with the Director of Education, school data leads and colleagues to align Trust-wide data strategy, priorities and reporting approaches.
- Liaise regularly with data managers and administrative teams in schools to build consistency, share best practice and resolve data quality issues.
- Provide professional support, guidance and challenge to school-based data teams, strengthening data literacy and confidence across the Trust.
- Contribute to Trust-wide evaluations, executive summaries, board papers and school improvement reviews.

Person Specification

Essential Criteria

- Proven experience in a data analysis or data management role, ideally within an education or public sector context.
- Strong working knowledge of Bromcom, including reporting and validation processes.
- Demonstrable experience using Power BI to produce dashboards and reports for senior stakeholders.
- Ability to work collaboratively with senior leaders and school-based data teams across multiple settings.
- High level of data literacy with the ability to communicate complex information clearly to non-specialist audiences.
- Excellent organisational, analytical and communication skills.

Desirable Criteria

- Experience working across both primary and secondary phases.
- Knowledge of school census and statutory data returns.
- Understanding of school performance measures, accountability and inspection frameworks.
- Experience supporting school improvement activity through data analysis.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance including an online check. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.



Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

Key Dates

Closing date for applications: Tuesday 30 June 2026 at 10am

Interviews will take place w/c 6 July 2026

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is Julie Sutton. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



**TRUE LEARNING
PARTNERSHIP**

Contact Us



True Learning Partnership

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