Job Title: Trust Data and Systems Officer	**Pay Scale:** PPS8 - PPS10
Normal Place of Work: Central Services, Clayton Road (including travel to Federation Sites as required)	**Line Manager:** Director of Federation Services via the Trust Data Manager
Role Summary: The Trust Data and Systems Officer, will work with the Trust Data Manager to ensure the Trust MIS and associated packages are maintained, with associated reports and analysis being provided to colleagues as required. The role will include a specific focus on improving school attendance and involve working closely with the Education Team on this area, alongside any other Trust and national areas of focus. Working closely with Academy sites and providing support/cover to the Academy sites as required, will form part of the role.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- Data Collection and Entry: Collecting, validating and inputting accurate data into the Trust systems. This includes handling compliance, safeguarding, attendance, behaviour and academic data
- Data Analysis and Reporting: Extracting, transforming and presenting data. Ensuring reports align with Trust requirements and support decision making. Source local and national data in order to provide comparisons with Trust data.
- To support in the completion of Trust and Academy data collections/returns
- System Development and Maintenance: Support the Trust Data Manager in the development and improvement of the Trust's Management Information System (MIS) or other business management software to ensure accurate, secure and compliant management of data.
- Compliance and Quality Control: Ensuring adherence to regulatory requirements, data protection policies and internal standards (e.g., Data Protection, DfE funding rules). To support with regular audits and validation activities.
- Stakeholder Engagement: Liaising with internal and external stakeholders to identify information needs and provide actional insights to support organisational objectives.
- Process Improvement: Identifying opportunities to enhance data workflows, reporting solutions and technical systems to increase efficiency and accuracy.
- Providing data support as required to the Education Team, providing feedback on Trust wide data to inform decision making.
- To provide cover for the Trust Data Manager/Academy Data Managers during periods of absence or as required.
- Undertake any other duties/tasks within the job specification range as specified by the Trust

Key Relationships
The post holder will be expected to develop and maintain good relationships with:

• Education Team, Head Teachers SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Representatives from external providers / organisations	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Trust Data and Systems Officer

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	Education to level 3 qualification or equivalent experience	X		AF/Cert
4.	Excel qualification or equivalent experience	X		AF/Cert
5.	Proficient in the use of email and the internet	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
6.	Knowledge and experience of education data software, for example, SIMS, MyConcern, 4Matrix		X	AF/IV
7.	An ability to work with all confidential and sensitive data and maintain confidentiality	X		IV/R
8.	Experience of working in an education setting		X	AF/IV
9.	Ability to use a range of Microsoft or similar software packages (i.e., Excel, PowerPoint, Publisher)	X		AF/IV
10.	Experience of working with complex data sets, including the analysis and reporting of data		X	AF/IV
11.	Knowledge of DfE and LA policies, systems and procedures relevant to post		X	AF/IV
12.	Other training relevant to the role		X	Af/IV/Cert
13.	Able to prioritise tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
14.	High standards of accuracy and attention to detail	X		AF/IV
	SKILLS AND ABILITIES			
15.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
16.	Ability to work on own initiative and as part of a team	X		IV/R
17.	Good planning and organisational skills	X		IV/R
18.	Excellent oral and communication skills	X		IV/R
19.	Professional and responsive attitude and behaviour towards colleagues and clients	X		IV/R
20.	Ability to motivate and develop self	X		IV/R
21.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form   IV   =   Skill assessed via interview
AT = Skill assessed via test/work-related task   Cert =   Certificate checked at interview
R   = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager: ....

Dated: ……………………………………………………………………………….

Signed Employee……………………………………………………………………

Dated…………………………………………………………………………………..