

RECRUITMENT PACK

Trust Data Manager

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WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

TRUST DATA MANAGER

37 HOURS PER WEEK, FULL YEAR

GRADE 8, SCP 25 - 30 £35,235 - £39,513 (PENDING JNC PAY AWARD)

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER (CEO) INITIALLY

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

As part of Romero Catholic Academy Trust's growth strategy, we are committed to delivering excellence through the power of data. As we continue to expand and evolve, we are looking to appoint an experienced and proactive Trust Data Manager to lead and coordinate our data strategy and systems across the Trust.

As Trust Data Manager, you will be responsible for overseeing all aspects of data management across our schools, ensuring data integrity, accessibility, and compliance with statutory and internal requirements. You will work closely with senior leaders, headteachers and school staff to support informed decision-making through robust data analysis and reporting.

The Trust Data Manager will develop common and accurate data capture systems that can be analysed at school and Trust level to track progress, inform interventions and raise standards to improve outcomes for young people. Informing and advising on the Trust's data protection obligations, the Trust Data Manager will monitor internal compliance and providing advice regarding Data Protection Impact Assessments (DPIAs).

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com.

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	2 nd September 2025 @ 12 noon
Shortlisting Date	4 th September 2025
Interview Date	10 th September 2025

TRUST DATA MANAGER

JOB DESCRIPTION

JOB PURPOSE

Develop common and accurate data capture systems that can be analysed at school and Trust level to track progress, inform interventions and raise standards to improve outcomes for young people.

Inform and advise on the Trust's data protection obligations, monitoring internal compliance and providing advice regarding Data Protection Impact Assessments (DPIAs).

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

DATA AND MIS STRATEGY

- Identify the information requirements of the Trust through communication with the Chief Executive Officer and Senior Leaders.
- Lead the development and maintenance of the trust wide MIS systems ensuring the following data and information requirements can be delivered in an efficient and timely manner including:
 - Dashboard reporting combining data from Trust information systems (Finance, HR etc)
 - Attendance management and reporting
 - Target setting and assessment data from previous schools
 - Assessment tracking and reporting at individual level
 - Behaviour management and reporting
 - Effective communication between academies and parents/carers
 - Timetabling and resource management
 - On-line payments
- To liaise with the Head of IT to ensure the data and MIS strategy is accommodated within the Trust IT Strategy.
- Manage escalations and liaise with the MIS provider or third-party services that integrate with the MIS to resolve issues

DATA MANAGEMENT

- Develop and implement processes for the efficient collection and analysis of data to enable the Trust to carry out proper risk assessments and inform interventions in schools.
- Work with Trust and School leaders to track, interpret and disseminate attainment, progress and other key performance data to ensure the performance of the Trust and its schools can be monitored and managed effectively.

- With Trust and School leaders, create and maintain a performance data dashboard and risk register.
- Keep up to date with legislation, current research and best practice relating to data analysis and evaluation, and ensure procedures and processes are compliant and effective.
- Disseminate changes in policy and practice to Executive Leaders, Headteachers and School staff responsible for data management.
- Ensure staff at all levels are trained in all aspects of the student MIS and reporting portal to effectively carry out their roles including the production of guides and procedures as appropriate.
- Provide training and advice to schools on creating and maintaining data systems and on accessing and interpreting data.
- Work with School staff to ensure returns are submitted to the DfE and other agencies accurately and on time.
- To ensure high levels of the integrity, accuracy and timeliness of student data across the Trust.
- To be accountable for the database administration for the Student MIS ensuring appropriate user groups and rights are identified and managed effectively.
- Support the handling of subject access requests (SARs).

DATA PROTECTION

- Develop and maintain comprehensive and accurate records of all data processing activities.
- Keep the Trust's data protection processes under review and implement measures to protect the data held by the Trust.
- Carry out risk assessments, including DPIAs, to identify any data protection risks and design and oversee the implementation of measures to manage these, providing advice and guidance as required.
- Ensure the Trust and its schools enforce data processing agreements with third party data processors to ensure personal data is stored safely and used correctly.
- Support the Trust's Data Protection Officer to ensure any data breaches are reported to the Information Commissioner's Office within legal time frames.
- Liaise with the Trust's Data Protection Officer and the School Data Protection Coordinators, who act as the first point of contact in each of the Trust's schools.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

TRUST DATA MANAGER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
Strong academic background at GCSE/A-Level (or equivalent)	E	A / C
Undergraduate degree in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification	D	A / C
Evidence of professional development in a relevant discipline/skill area to the post	E	A / C
Knowledge and Experience		
Experience of the development and implementation of a data & MIS strategy within a complex organisation	E	A / I / R
Experience of working with school Management Information Systems	E	A / I / R
Experience of analysing educational performance data to highlight trends and comparisons with national and local benchmarks	D	A / I
Experience of producing data within an educational organisation	D	A / I
A good knowledge and understanding of accountability measures in primary and secondary settings	D	A / I
Knowledge of external examination process	D	A / I
Experience of working in a fast-paced environment and providing the flexibility to deliver to demanding deadlines	E	A / I
A knowledge of leadership and management structures and how they interact with MIS and data reporting	E	A / I
Skills and Abilities		
Strong IT skills including advanced use of spreadsheets	E	A / I / T
Ability to explain and present data in a user-friendly manner to a variety of stakeholders	E	A / I / T
Ability to apply creativity and innovation when developing reporting strategies	E	A / I / T
Ability to present information in a clear and concise and accurate way	E	A
Ability to apply a solution-based approach	E	A / I
Personal Qualities		
Effective team member and leader	E	A / I / R
Self-motivation, enthusiasm and results-focus	E	A / I / R
Ability to move between big picture and detail	E	A / I / T

Pragmatic and solution oriented	E	A / I / R
Committed to high standards and continuous improvement	E	A / I / R
Detail conscious and precise	E	A / I
Negotiating, influencing and holding to account	E	A / I
Prioritisation and time management	E	A / I
Willingness to contribute to the wider life of the Academy and Trust	E	A
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively.	E	A / I
A flexible approach to work to meet the demands of a multi academy trust	E	A
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: July 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

TRUST DATA MANAGER

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

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Completed application forms and associated documentation should be returned to the HR department via e-mail: careers@romerocat.com.