Trust Data Manager

Candidate Pack

Dear Candidate

Thank you for your interest in the Trust Data Manager post at the Heath Family.

Our Trust is cross-phase with five primary schools and three secondary schools in Halton, Knowsley and Sefton. Our mission is to empower our children to overcome barriers, be able to compete with the best, and shape the future. We achieve this through clarity, collaboration, accountability and academic rigour. These guiding principles set the foundation for a workplace culture that encourages personal and professional growth, allowing each team member to thrive and contribute their best.

We are a values drive organisation and believe our greatest asset is our people; we recruit the right people who share our mission and provide the training they need to enable them to flourish. In our trust, we behave:

With **kindness** – we look out for each other

With **integrity** – we do the right thing

With **tenacity** – we do what it takes.

Join us, and be part of a dynamic team where your skills, passions, and aspirations are not just valued but celebrated. We are confident that you will find the Heath Family to be not just a workplace, but a great place to grow, learn, and thrive. We look forward to hearing from you.

Yours Faithfully

David Donnelly

David Donnelly

Chief Executive Officer

About the Trust

WHY WE EXIST:
A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

HOW WE BEHAVE:
THE HEATH FAMILY VALUES

With kindness:
we look out for each other.

With integrity:
we do the right thing.

With tenacity:
we do what it takes.

WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

HOW WE WILL SUCCEED

Through clarity, collaboration, accountability, and academic rigour.

Trust Data Manager

Salary
Scale Points 27-31 £35,745-£39,186

Hours
Full time/Part time/Term Time + days options available

Contract Type
Permanent

Closing Date
Thursday 20th June 2024

We are seeking to appoint a Trust Data Manager to join our central team and support the strategic leadership of the Trust's data processes. This role will be an integral part of the central team and will involve working closely with the executive team and school leaders to develop systems that support school improvement. You will be responsible for the production of Trust and school level reports and will provide support and guidance to school data managers.

Candidates must have experience working as a Data Manager in the education sector. The ideal candidate will have a secure knowledge of school data across all areas of provision as the role will predominantly be focused on systems supporting the analysis of pupil data including achievement, attendance, behaviour and safeguarding data.

We highly value a willingness to learn and adapt to new technologies. While expertise in data analytics using Power BI is desirable, we also welcome candidates who possess a strong desire to learn Power BI and develop their skills in data analytics. This position offers a great opportunity to expand your knowledge and proficiency in Power BI, enabling you to support Trust staff members to access and analyse a wide range of data.

This role will involve working closely with school-based staff, assisting with SIMS and other data software, ensuring that all schools are utilising their systems to the fullest extent. This will require liaison with the Executive Team to direct the design and implementation of data systems and support schools to use these systems effectively, in order to raise standards and performance across the trust.

We are open to discussing working patterns including full time, part time, term time plus ten days as well as opportunities for hybrid working.

We offer:

- An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team

- Support and training so that you can flourish in your role

- Recognition of the importance of a work life balance. Your emotional wellbeing is important to us and we strive to balance work and life and nurture the best possible environment for high performance and job satisfaction

- Work laptop

- Car lease scheme

- Cycle to work

- Employer Pension Contribution – Local Government Pension Scheme (LGPS)

- Flexible working

How to apply

SALARY

Scale Points 27-31 £35,745-£39,186

HOURS

Full time/part-time/term time plus ten days available

CONTRACT TYPE

Permanent

CLOSING DATE

9.00 a.m. Thursday 20th June 2024

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

- **Application closing date:** 9.00 a.m. Thursday 20th June

- **Shortlisting Date:** Friday 21st June

- **Interview Date:** Thursday 27th June
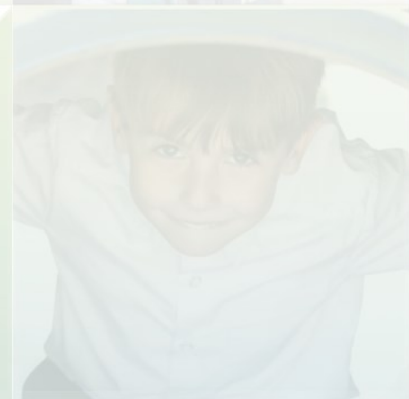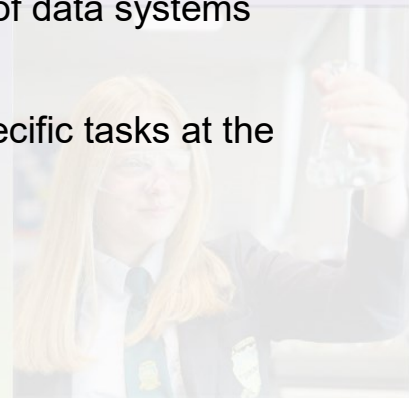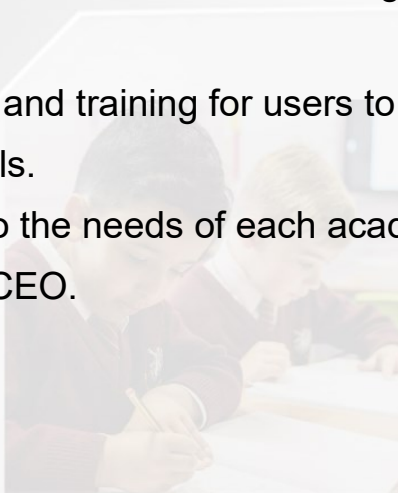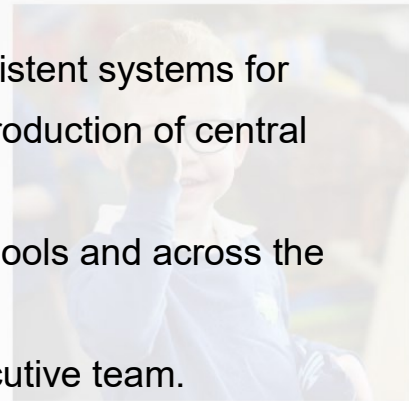
Job Description

PURPOSE OF THE POST

The successful candidate will work closely with the executive team and school staff to ensure the effective on-going development and implementation of the Trust's data system and support high quality, timely and effective Trust-level reporting for a range of stakeholders.

The post holder will support the Trust in its commitment to the continuous improvement of its schools through the production, analysis and evaluation of key metrics, including the Trust's key performance indicators and external benchmarking data, to inform risk assessment and support across our schools.

Working collaboratively, the post holder will support the professional development of staff responsible for data management in schools.

- Working with the executive team, lead the on-going development and maintenance of data capture systems across the Trust, including the key performance dashboard, to ensure that data is live, accurate, accessible and well presented for a range of stakeholders, covering areas such as attainment and progress, behaviour, attendance, safeguarding and HR.

- Produce statistical analyses of local, regional and national statutory benchmark and outcomes data for use by stakeholders across the trust to inform delivery, development and improvement plans.

- Under the oversight of the executive team, develop reporting systems that can be used by leaders to support improvements including reporting and analysis of key stage three standardised school assessments, GL Assessments, intervention and enrichment participation data.

- Work with relevant leaders to establish other appropriate quality measures for tracking that support the Trust's strategic vision across all areas of operation.
- Lead the implementation of the data quality assurance calendar and have oversight of the completion of statutory returns, including the school census and tables checking exercise.
- Ensure rapid and intelligent reporting to Trust and School leaders on both routine and bespoke analyses.
- Lead a community of best practice, providing advice, guidance and support to staff including Data Managers in each school, to ensure the timely and accurate collection and verification of school data.
- Support individual schools to develop robust, accurate and consistent systems for data collection and analysis; including on-site training and the production of central guidance material where appropriate.
- Produce weekly attendance reports for a range of cohorts in schools and across the Trust.
- Prepare data for presentations and reports on behalf of the executive team.
- Remain up to date with changes in the national policy, including changes in DfE performance tables and national headline measures of pupil outcomes across all key stages and advise leaders accordingly.
- Oversee the Management Information System (MIS) used across schools.
- Lead the use of FFT in schools including target setting and pupil tracking where appropriate.
- Provide support and training for users to ensure consistent use of data systems across all schools.
- Be responsive to the needs of each academy and undertake specific tasks at the direction of the CEO.

Person Specification

Criteria	Experience, Qualifications, and Training	
Essential		**Desirable**
- Experience of managing the set up and maintenance of Management Information Systems in an education setting. - Experience of managing data in an education setting including the use of a range of software tools to support analysis e.g. FFT, Sisra Analytics. - Experience of producing reports for leaders and other stakeholder relating to key performance indicators, - Experience of measuring performance against national and local benchmarks. - Experience of managing systems and processes within an organisation.		Educated to degree level.

Criteria	Knowledge, Skills, and Ability	
Essential		**Desirable**
- Knowledge of data management within the education system including the MIS. - Knowledge of key performance measures and access to resources produced by the DfE and Ofsted. - Proficient in the use of software to analyse educational data and identify areas of focus. - Excellent knowledge of Microsoft Office particularly Excel. - Ability to communicate with a range of educational professionals, providing advice and guidance on MIS and data analysis. - Highly proficient written communication and presentation skills - Ability to develop innovative systems to improve efficiency - Ability to work with a high level of accuracy		- Knowledge of statistical methodologies. - Knowledge and expertise in the use of Power Bi.

Criteria	Personal style and Behavior
Essential	
- Excellent analytical skills - Strong verbal and written communication skills - Excellent organisation skills with the ability to manage workload, work under pressure and meet deadlines - Excellent interpersonal skills that demonstrate the Trust values of kindness, integrity and tenacity - Committed to own personal development and continuous improvement	