

# Trust Data Manager-Job description

**Line managed by** Deputy Chief Executive Officer  
**Responsible for** Data teams in each school  
**Hours** 37 hours per week.

## Summary

- Provide a comprehensive MAT-wide data management and reporting services, involving the design and set up of data systems to capture and analyse MAT and school level data, the design and production of reports to inform the decision making of senior leaders and Trustees and the design and production of data information reports to the relevant stakeholders.
- Co-ordinate the management information systems, ensuring that systems are efficient and effective and support the MAT's broader school improvement strategy.
- Act as the deputy Data Protection Officer for the MAT and work with the Data Protection Officer to monitor compliance with current data protection law and the MAT's data protection processes.

## Specific responsibilities

- Lead and manage the MAT's data management function ensuring that systems are up to date and fit for purpose.
- Lead and manage the data team in each school.
- Procure/develop and implement the best available data management systems and processes across the MAT to support self-evaluation and strategic planning purposes.
- Keep the operation of the MAT's data management function under review to ensure efficiency.
- Successfully manage the partnerships and relationships, which underpin the effective operation of the MAT's data management function.
- Lead the MAT's relationships with providers of data management and management information systems.
- Ensure data is maintained and stored in accordance with the requirements of GDPR.
- Evaluate the existing management information systems arrangements within the MAT, make appropriate recommendations for the future and implement approved plans.
- Produce reports and data analysis as required by the MAT for its day-to-day work and self-evaluation and strategic planning purposes. Ensure the reports and data analysis are accurate, accessible and well presented for a range of stakeholders covering areas such as educational outcomes, attendance, behaviour, health and safety compliance, HR etc.
- Liaising with and briefing leaders and Trustees on the interpretation and analysis of data as required.
- Lead the input of data from external and internal assessments and examinations across the Trust; collate results and record, report and provide statistics and analysis for leaders and Trustees as required.
- Develop the due diligence model for schools joining the MAT.
- Conduct relevant due diligence and assessment of new schools joining the MAT to plan the integration and migration of data and analysis in the first 18 months.
- Lead and manage briefing and training on data systems and the use of data across the MAT, both for existing and new schools.
- Provide relevant data and analysis for MAT publications and external reports.
- Lead the MAT's response to statutory and regulatory data returns and respond to any other requests for bespoke analyses and summaries of data.
- Design, develop and adapt information systems to capture, analyse and report information to support robust decision making and performance management utilising a range of management information systems and data collection tools.
- Co-ordinate the flow of data within the MAT to improve systems, minimise duplication and increase productivity.
- Project management support for implementation of data management systems and processes relating to educational achievement, including the support and training of staff in the effective and accurate use of these.

- Support the relevant in the development and production of the individual schools' timetables.
- Act as the deputy Data Protection Officer for the MAT and work with the Data Protection Officer to monitor compliance with current data protection law and the MAT's data protection processes.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the chief executive officer reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

### Trust data manager-Person Specification

| Criteria          | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                                                                                                                                                                      | Method of assessment                       |
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| <b>Experience</b> | <ul style="list-style-type: none"> <li>▪ Experience managing data across a range of establishments</li> <li>▪ Experience of developing bespoke analyses of datasets</li> <li>▪ Experience in interpreting and analysing data for a range of stakeholders</li> <li>▪ Full working knowledge of relevant policies, codes of practice and legislation regarding data protection and freedom of information</li> <li>▪ Understanding of database structures and ability to manipulate large datasets</li> <li>▪ Demonstrable ICT skills including a strong working knowledge of Microsoft Office applications and an advanced use of Excel</li> <li>▪ Ability to manipulate and present data within software applications</li> <li>▪ Experience of querying databases and extracting datasets</li> <li>▪ Experience of survey design, execution, analysis and reporting</li> <li>▪ Experience of working in education</li> <li>▪ Track record in delivering successful projects and supporting</li> </ul> | <ul style="list-style-type: none"> <li>▪ Experience of working in an education setting</li> <li>▪ Experience of line management</li> <li>▪ Experience and/or knowledge of the academy sector</li> <li>▪ Experience and/or knowledge of developing and producing school timetables</li> <li>▪ Experience of procedures relating to child protection and safeguarding</li> </ul> | Application form, interview and references |

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|                              | <p>organisations in order to achieve results</p> <ul style="list-style-type: none"> <li>▪ Experience of taking a strategic lead in data management projects</li> <li>▪ Experience of training and supporting others with data analysis</li> <li>▪ Experience of working effectively with others to meet common goals</li> <li>▪ Working knowledge of school accountability systems for primary schools, secondary schools and MATs</li> <li>▪ Experience of educational management information systems packages</li> </ul>                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Skills and attributes</b> | <ul style="list-style-type: none"> <li>▪ Suitability to work with children</li> <li>▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ Outstanding oral and written communication skills with an ability to present information in a clear and concise manner</li> <li>▪ Outstanding numerical skills with an ability to analyse quantitative and qualitative data</li> <li>▪ Excellent spreadsheet skills</li> <li>▪ Ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions</li> <li>▪ Ability to work well under pressure, prioritise workload and meet deadlines</li> <li>▪ Effective planning and project management skills</li> <li>▪ Awareness of technical issues in developing</li> </ul> |  | <p>Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people; and</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul> |

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|                           | <p>people surveys, good practice survey methodology and how to interpret the results</p> <ul style="list-style-type: none"> <li>▪ Attention to detail, including data verification checks</li> <li>▪ Ability to work independently and also as part of a team</li> <li>▪ Skills in listening and the ability to challenge and support colleagues</li> <li>▪ Ability to clearly and directly present findings, conclusions and other information</li> <li>▪ Able to liaise with providers and partners to interpret the needs of the MAT</li> <li>▪ Able to carry out audits and risk assessments, to monitor performance, make recommendations and to drive and influence practice</li> <li>▪ Excellent influencing and interpersonal skills with people at all levels, internally and externally</li> <li>▪ Ability to produce a range of data reports and presentations to a high standard for a wide variety of audiences such as school based staff, SLT, local governing bodies and the Trust Board</li> <li>▪ Ability to train staff in data management and preparation, including data processing</li> <li>▪ Ability to work across the MAT to support colleagues at all levels in relation to data collation, collection and reporting</li> <li>▪ Ability to maintain strictest confidentiality and integrity at all times</li> </ul> |  |                                            |
| <b>Personal qualities</b> | <ul style="list-style-type: none"> <li>▪ A commitment to equality and diversity policies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Application form, interview and references |

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|                                     | <ul style="list-style-type: none"> <li>▪ A commitment to health and safety</li> <li>▪ A commitment to child protection and safeguarding</li> <li>▪ An understanding of child protection and safeguarding</li> <li>▪ A positive 'can-do' attitude and strong work ethic</li> <li>▪ Ability to use judgement and common sense</li> <li>▪ Approachable</li> <li>▪ Ability to prioritise</li> <li>▪ Ability to work on own initiative</li> <li>▪ Excellent personal organisation, self-motivation and enthusiasm</li> <li>▪ Ability to move between the big picture and the detail</li> <li>▪ Pragmatic and solution oriented</li> <li>▪ Commitment</li> <li>▪ Reliable and trustworthy</li> <li>▪ Flexible approach to work</li> <li>▪ Honest</li> <li>▪ Professionalism</li> <li>▪ Committed to high standards and continuous improvement</li> </ul> |                                                                   |                                   |
| <b>Education and qualifications</b> | <ul style="list-style-type: none"> <li>▪ NVQ 3 or equivalent qualification or experience in a relevant discipline</li> <li>▪ GCSEs or equivalent in English and maths</li> <li>▪ Willingness to undertake further professional development</li> <li>▪ Valid full UK driving licence and a willingness to travel to all schools in the MAT</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Undergraduate degree relevant to the responsibilities of the post | Application form and certificates |

***The MAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

**Issued by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_