



Trust Data Officer (Apprentice)

The Rowan Learning Trust Recruitment Pack



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Welcome

Dear Applicant,

Thank you for your interest in our Trust Data Officer (Apprentice) vacancy at The Rowan Learning Trust.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what the Rowan Learning Trust is about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P Rimmer
Chief Executive Officer
The Rowan Learning Trust



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 14 sites
- 800+ employees
- 5 local authorities
- £40,000,000+ annual budget
- 80+ governors



RLT Central Team

At the heart of RLT is a highly skilled Central Team, whose work underpins the success of our schools and ensures that our mission, to maximise potential for all, is realised across every setting.

Operations and Finance

The Operations and Finance team ensures the Trust's infrastructure, finances and resources are managed effectively and sustainably. Their work enables schools to focus on teaching and learning by providing robust systems and support in areas such as:

- Financial planning, budgeting and reporting
- Payroll, audit and VAT compliance
- IT infrastructure and lifecycle management
- Premises compliance and condition surveys
- Procurement and contract management
- Risk management and statutory reporting

People and Culture

The People and Culture team are responsible for creating a positive, inclusive and high performing work environment across all RLT schools. Their work supports the recruitment, development and wellbeing of staff, ensuring that every colleague feels valued. Key responsibilities include:

- Recruitment and retention
- Staff wellbeing and engagement
- Professional development and training
- Performance management
- HR policies and processes
- Equality, diversity and inclusion

Education

The Education team drives continuous improvement in teaching, learning and pupil outcomes across the Trust. Working closely with school leaders, they provide expert support and challenge to ensure that every child receives a high quality education. This includes:

- Curriculum development
- Data, attendance and behaviour reviews
- Headteacher performance management
- Safeguarding, SEND and pupil premium reviews
- Educational policy development and quality assurance

Organisational Management and Assurance

The Organisational Management and Assurance team ensure that the Trust operates with clarity, strong governance and high standards of accountability. It supports school improvement by providing accurate, tested information to the Board of Trustees and leading initiatives that reduce workload in the schools. Key responsibilities include:

- Governance and compliance
- Strategic planning and performance monitoring
- Policy development and quality assurance
- Communications, marketing and clerking support



Job Description

TRUST DATA OFFICER (APPRENTICE)

Location:	The Rowan Learning Trust, 18 Beecham Court, Goose green, Wigan, WN3 6PR
Grade:	Grade 6, scale points 14-20
Salary:	£29,540 - £32,597
Working pattern:	37 hours per week, working full year

Overall Purpose of the Post

Under the reasonable direction of the MI Manager to carry out the professional duties in line with the job profile and in particular to:

- Design, develop and maintain bespoke dashboards and management information solutions that provide clear, accurate and actionable insights.
- Support the aims and objectives of the Trust

Responsibilities and Accountabilities

PowerBI Development

- Support the development and maintenance of bespoke PowerBI Dashboards for the Trust Central Team and school leaders.
- Providing support, documentation and training to internal and external users of the Trust's software systems.
- Assist with establishing requirements specifications and develop these through to project delivery.
- Communicate effectively with members of the central team and school leaders to ensure the reports and dashboards produced meet end-user requirements.
- Supporting the development and maintenance of automated and bespoke reports and data exports for Trust.
- Maintain end-to-end documentation on all projects, including technical and end-user.
- Support other non-technical users within the Trust in their user of PowerBI.
- Support the development of PowerAutomate and PowerApps to further enhance automation and workflow.

Support for other Trust systems and initiatives

- Work with the Arbor Phase Champions to explore, test and implement new Arbor features in Trust schools, including training key users.
- Identify AI opportunities: Conduct research and evaluate potential AI use cases that can drive efficiency and automation.
- Collaborate across teams: Work closely with central and school teams to understand their needs and how AI can enhance processes.

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.



- Contribute to the overall ethos/work/aims of the trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance development as may be reasonably directed.
- Other duties commensurate with the grade as specified by the CEO.

Person Specification

Essential

- Strong communicator.
- Ability to work independently to solve complex problems.
- A professional approach that meets our requirements.
- Flexibility in the day to day working pattern.
- Willingness and ability to undertake further qualification (if necessary) and training and development in the post.
- The ability to work as a member of a team.
- The ability to maintain confidentiality.

Desirable

- Experience with data visualisation tools, such as PowerBI or similar, and associated programming languages (DAX etc.)
- Thorough understanding of relational database principles.
- Experience with appropriate database technologies to support development (e.g. Snowflake, SQL, Sharepoint).
- Experience of Office products and the O365 platform.
- Knowledge of how PowerBI can be effectively integrated with other tools in the 365 suite, such as Power Automate and Power Apps.



How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be addressed to Miss P Robinson (HR Officer) and can be returned by email p.robinson@rlt.education

Alternatively, send a hard copy to:

Miss P Robinson
The Rowan Learning Trust
18 Beecham Court
Goose Green
Wigan
WN3 6PR

Closing Date: 12pm, Friday 14th November 2025

Interview Date: TBC

The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Rowan Learning Trust is an equal opportunities employer.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464



Maximising Potential | www.rlt.education