

JOB DESCRIPTION

JOB TITLE:	Trust Data Analyst
GRADE/SALARY:	Grade 9, SCP 28 – 31 (£31,371 - £33,799) Full time full year
REPORTING TO:	Director of Information Systems and Data Management
SCHOOL BASE:	Trust wide

JOB PURPOSE

- To deliver the Trust data strategy using a range of key data sources using interactive dashboards implementing a distinct and consistent system throughout the Trust.
- To develop the Trust's Information Systems to effectively support all areas of Trust business.
- To lead on the production of attainment analysis, the management, reporting and analysis of data and targets relating to student achievement.
- To assist the Director of Information Systems and Data Management in a wide range of data and its uses within and outside of the Trust.
- To Deputise for the Director of Information Systems and Data Management.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Develop a good understanding of the management information required at trust and school level including its purpose and role within wider school operations.
- Support the Director of Information Systems and Data Management in the research and identification of appropriate technology; to support management information processes and where appropriate, make recommendations for change or development of system / tools.
- Test new versions of and amendments to existing versions of the MIS and direct work to draw data from across the Trust into automated reporting systems and portals.
- Ensure feedback from data-service users is reflected in the design of systems and processes.
- Identify resources to meet ad-hoc requirements for reporting as they arise from other teams across the Trust, either delivering on them personally, delegating them to a team member or supporting the team in resolving the issue themselves.
- Overall responsibility for the system administration of the MIS and relevant third-party systems, including system updates, and liaison with relevant IT Helpdesks as necessary to resolve system issues. This includes implementing arrangements for securing data to ensure that adequate disaster recovery plans are in place.
- Develop and maintain high quality internal and external communication systems within the Trust working collaboratively with IT colleagues to deliver a high caliber experience for all audiences including staff, students, parents and members of the governance structure.
- 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.
- Oversee the integration of the MIS system and third-party systems that draw data from the MIS.

- Develop the use of the MIS systems, and other resources, in relation to the use of data throughout the Trust.
- Support the schools data officers in terms of data/target setting/tracking developments in the educational sector.
- Support the development and use of curriculum and administration systems ensuring the educational needs of the Trust are met.
- Contribute to the strategic plans for the corporate development of the Trust and data reporting strategies.
- Be accountable for the database administration for the Student MIS ensuring appropriate user groups and rights are identified and managed effectively.
- Ensure accuracy and punctuality of all work produced.

Responsibilities for people (line management)

- None

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals
- Work effectively as part of team;
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Be proactive in seeking appropriate advice and guidance where required

- Flexible and willing to work between different sites as required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
QUALIFICATIONS				
1.	A degree or equivalent (level 4) qualification in a relevant discipline such as computing, information management, mathematics, statistics etc.	E	√	√
2.	Grade C (4 and above) at GCSE or equivalent in both English Language and Mathematics.	E	√	√
3.	Willingness to complete further accreditations/qualifications appropriate to the post.	E	√	√
EXPERIENCE				
4.	Extensive experience in design, development and administration of relational (and/or other) database systems.	E	√	√
5.	Demonstrable experience of systems testing techniques and procedures.	E	√	√
6.	Significant experience in IT systems experience (systems development, application development or systems analysis).	E	√	√
7.	A track record of recent, relevant professional development.	E	√	√
8.	Experience of working work under pressure and to deadlines.	E	√	√
9.	High level of experience of analysing data against Key Performance Indicators.	E	√	√
10.	Experience developing and maintaining Business Intelligence and analytics software, such as Microsoft BI, Tableau, Oracle BI, pulling data from a range of data sources for example HR, finance or client databases.	E	√	√
11.	Extensive experience of the administration or maintenance of a complex data system.	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
12.	High levels of technical skills developed through programming, information analysis or information system development.	E	√	√
13.	The principles and practices of good data management and how these contribute to operational planning and delivery and KPIs.	E	√	√
14.	Sound judgment and decision-making skills/ the ability to make decisions based on analysis, interpretation and understanding of relevant data and information.	E	√	√

No.	CATEGORIES	ESSENTIAL/ DESIRABLE	Assessed by:	
			APP FORM	INTERVIEW/ TASK
15.	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these.	E	√	√
16.	Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills.	E	√	√
17.	Prioritisation, multi-tasking, time management and organisational skills providing the flexibility to deliver to demanding deadlines with minimal supervision.	E	√	√
18.	High levels of evidence of problem-solving ability.	E	√	√
19.	Knowledge of Bromcom or other education MIS such as Sims, Arbor, Facility CMIS.	D	√	√
20.	Knowledge of assessment and exams data analysis tools such as 4 Matrix, ALPS, Sistra, Go4Schools.	D	√	√
21.	Ability to manipulate databases, extracting and producing information.	E	√	√
22.	Ability to present information in a clear and concise and accurate way.	E	√	√
23.	Knowledge of GDPR legislation and the ability to ensure GDPR compliance.	E	√	√
24.	Advanced Excel skills.	E	√	√
25.	Advanced Excel skills at the level to use an Excel add in to incorporate Excel as a tool for information analysis and dissemination.	D	√	√
26.	Develop, maintain and use an effective network of contacts, seeking advice and support when necessary.	E		√
27.	Accuracy and attention to detail.	E	√	√
28.	Deal sensitively with people and resolve conflicts.	D	√	√
PERSONAL QUALITIES				
29.	Ability to inspire confidence in staff, students, parents and others.	E	√	√
30.	Resilience and high personal standards.	E	√	√
31.	Adaptability to changing circumstances/new ideas.	E	√	√
32.	Determination to succeed and the highest possible expectations of self and others.	E	√	√
33.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	√	√
34.	High expectations for self and others and a strong commitment to raising achievements.	E	√	√
35.	Ability to maintain high levels of confidentiality.	E	√	√