



Kings Academy Trust

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Information & Insights Manager

Job Description: Information & Insights Manager – Kings Academy Trust

Post	Information & Insights Manager
Employer	Kings Academy Trust
Location	Kings Academy Trust Central Team, with regular visits to academies
Responsible to	Chief Operations Officer
Hours	36 Hours per week – Term Time plus 5 Inset days.
Pay Range	NJC Pay Scale Points 29–32 (pro-rata for term-time only)
Responsible For	Maintenance of Information Systems to support Leaders with School Improvement across the Trust

Purpose of the Role

Kings Academy Trust is committed to school improvement, raising standards, and ensuring strong leadership and governance across its academies. The Information & Insights Manager ensures that information systems are well-maintained, insights are accessible, and leaders have the intelligence needed for improvement.

Key Responsibilities

- **Trust-Wide Information Leadership:**
 - Develop a Trust-wide approach to managing information, reporting, and insights.
 - Standardise processes, reporting structures, and expectations.
- **Management Information Systems (MIS):**
 - Lead MIS administration and development.
 - Oversee permissions, security, configuration, and user support.
- **Insights & Reporting:**
 - Produce Trust-level reports for senior leaders.
 - Monitor trends in attendance, attainment, progress, and other indicators.
- Produce Trust-level and school-level reports for senior leaders, governors, and trustees.
- Analyse and present information relating to attendance, attainment, progress, behaviour, safeguarding, inclusion, and other key performance indicators.
- Support school and Trust leaders to interpret data accurately and use it to inform improvement planning and decision-making.
- Develop consistent reporting tools and dashboards to enable comparison across schools, subjects, key stages, and pupil groups.

- Support the production and quality assurance of assessment, progress, and outcomes data across the Trust.
- Ensure that data systems and reporting arrangements support school improvement priorities and the work of education leaders.
- Provide analysis of performance trends for different pupil groups, including pupils with SEND, disadvantaged pupils, and other vulnerable learners.
- Contribute to the development of common reporting frameworks for areas such as departmental reviews, leadership reporting, and governance reporting.

- **Statutory Returns & Compliance:**
 - Coordinate statutory submissions including School Census, Workforce Census, and KS assessments.
- **Assurance & Governance:**
 - Conduct reviews of information to ensure accuracy and compliance.
 - Support GDPR and governance procedures.
- Support compliance with GDPR, data protection requirements, safeguarding expectations, and relevant DfE cyber security
- **Systems Development & Innovation: -**
 - Implement tools for automation and insights.
 - Provide training to build MIS/reporting capability.
 - Develop and refine dashboards, templates, and automated reporting tools to improve efficiency and accessibility of information across the Trust.

- **In conjunction with the Estates Manager and the Trust's technical support IT partner:**
 - Provide training, guidance, and awareness for staff on the safe and effective use of systems and technology.
 - Support on the procurement of hardware, software, licences, broadband, telephony, and specialist support contracts.
 - Assist the Trust Central Team in IT related issues and developments
 - Support schools in managing core digital platforms such as Microsoft 365, Google Workspace, management information systems
 - Plan for future infrastructure, cloud services, system upgrades, device refresh cycles, and expansion across schools and sites.

Key Working Relationships

- Chief Operations Officer
- Executive Leadership Team
- School Leadership Teams
- Administrators and MIS/Insight Users
- Trust Board & Local Governing Bodies
- IT & System Support Teams

Skills, Knowledge & Experience

- **Essential:**
 - MIS experience (Arbor, SIMS, Bromcom).
 - Ability to produce reports and interpret performance information.
 - Knowledge of statutory submissions.
 - Understanding of GDPR.
 - Strong communication skills.
- **Desirable:**
 - Experience in a MAT.
 - Skills in Power BI, SQL, or advanced Excel.
 - Understanding of assessment frameworks.

The nature of the Role demands flexibility with regards to the needs of the Trust. Additional duties may be added or stated duties changed by the Trust and at their direction

Personal Attributes

- Organised and detail-focused.
- Analytical and proactive.
- Strong relationship-builder.
- Committed to continuous improvement.