Job Description + Person Specification for Trust Data and MIS Manager: Central Services Team

Job Title:	Trust Data and MIS Manager
Contract Information:	36.25 hours per week. All Year Round 8:00am – 3:45pm (Monday to Friday) including a 30 minute unpaid lunch break 26 to 34 days (plus bank holidays), determined by salary scale point and length of continuous local government service, in line with the Trust's Annual Leave Policy
Responsible to:	Trust Head of ICT
Responsible for:	n/a
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Scale Point Range 32-36 (£44,253 - £48,738)
Other:	3 months' notice period Required to work Exam Results Days

Hollingworth Learning Trust Background & Vision:

Our trust exists to support school improvement and share innovation across our academies in order to raise standards, improve provision and unlock potential. The purpose of each academy is to improve the life chances of each child regardless of ability, gender, social background, or ethnic origin.

Each academy in our trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

All staff employed in our Trust are required to uphold our ethos of People First, Academies Second, Trust Third. Our values are at the heart of what we do. Our staff should be able to demonstrate their alignment to our values, which is that they are; Ambitious, Positive, Resilient, Reflective and Principled.

Organisational Chart:

Chief Executive Officer
Chief Operating Officer
Trust Head of ICT
Trust Data and MIS Manager

Purpose of the Job:

- To lead the effective co-ordination, support and administration of the Trust's data and management information system.
- To lead, in conjunction with the Trust Head of ICT, Trust/Academy improvement team, Trust Data Protection Officer and other stakeholders, on the creation and maintenance of Trust and Academy level data solutions.
- To be responsible for the integrity of data within the Trust and Academy management information systems to ensure that quality, up to date information, reports and data are available as required.

- To lead the provision of support, guidance and training as required to all users of the Trust/Academy MIS including staff and parents (where required).
- To provide high quality and high level reporting to the Hollingworth Learning Trust stakeholders using technologies such as Power BI and Google Data Studio.

Control of Resources:

Personnel	:	None
Financial	:	Responsible for relevant budgets, local monitoring and authorisation of invoices.
Health/Safety/Welfare	:	The postholder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:
1. Staff within the Trust Central Services Team
2. Staff within the Academies the Trust supports
3. Stakeholders

External:
1. Parents/Carers
2. The public and others when on Trust/Academy visits
3. FM Contractor, LA and SPV
4. Stakeholders and other external bodies

Principal Accountabilities:

- To lead the Trust's centralisation of Data and provide support for departments looking to develop their central platforms.
- To be a member of the Trust Central Services Team and liaise with stakeholders, CEO and COO on MIS and Data strategies.
- To lead on Data Protection Legislation, and to carry out work in accordance with these requirements to ensure that all compliance measures are met (under the guidance of the Trust DPO).
- To develop existing reporting platforms and investigate areas of efficiency at both primary and Trust level.
- To support primary academies/trust in their use of Arbor MIS and Power BI.
- Responsibilities for relevant budgets, local monitoring and authorisation of invoices for MAT-linked MIS systems.
- Provide high level support for our Academies MIS platforms (Arbor and Bromcom)
- Provide end user training and support on the use of Microsoft Power BI.
- Provide MIS support alongside contracted support frameworks to enhance the use of school MIS platforms.
- To liaise with MIS providers on best value and negotiate (with the Head of ICT) MIS renewals and centralised discounts.

Data Management
The Trust Data and MIS Manager will lead on the design, implementation, and continuous optimisation of a unified, trust-wide data and MIS architecture, ensuring seamless integration, high operational efficiency, and rigorous data accuracy across all trust schools. This will include:

- Lead for the continual development of the MIS and other academy systems, in relation to data collection, analysis, target setting and reporting, in collaboration with senior staff.
- Lead of the Data Team in the maintenance and update of all aspects of the MIS database for pupils, including admissions, transition, in year transfer and leavers ensuring all relevant data is transferred to the academy's MIS.
- Lead for all statutory pupil data returns, which will include the Trust/Academies census, returns to the local authority.
- Lead for creation of reports at the Trust and Academy level using the MIS and other Trust/Academies systems.
- Lead, in conjunction with the Senior Leaders for the development of the academy's reporting systems (where requested).
- Lead for analysis of academy data and information, assisting Academy Data Managers (or their equivalent in Primary Academies) in promoting data driven decision making, encouraging staff to develop the use of data as an analytical tool.
- Interpretation, presentation and communication of clearly analysed data to a variety of audiences, such as the Trust, SLT and staff when requested.
- Remaining informed of developments in data management in relation to an educational environment, making recommendations to Trust/SLT accordingly.
- Lead on the Trust's development of Arbor MAT and Microsoft Power BI Dashboards (or Google Data Studio).

Tracking and Analysis

The Trust Data and MIS Manager will be responsible for the leadership of quality assurance of assessment data and reports. This will include:

- Creation, development and delivery of reports to the Trust, SLT and other staff in Trust/Academies as requested.
- Lead, in conjunction with the Senior Leader/Trust/Academy, improvement on the production of the whole Trust/Academy and departmental data analysis.
- Lead, in conjunction with the Senior Leader/Trust/Academy, improvement on the collection of pupil assessment data and the production of reports in accordance with the academies' annual assessment calendar.
- Lead, in conjunction with the Senior Leaders/Trust/Academy, improvement on the use of all learner assessment and progress data for the purposes of planning, grade tracking and analysis to best provide the most efficient and user-friendly systems to support learning and progress.
- To oversee the systems and data integrity for tracking students' academic progress against benchmarks using external data sources as appropriate (e.g. FFT Aspire, SISRA, S2S, Key To Success or similar) at a Trust and Primary level.
- To organise data support for academies where appropriate.
- Provide support to primary schools in setting up assessment templates for LA and DfE statutory returns.

General Responsibilities for all staff:

- The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.
- The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.
- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To contribute to the Trust ethos, values, aims and development/improvement plan.

- To attend meetings within the Trust, at its academies and external events as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Person Specification

The key for our method of assessment is:

Application form = A Certificates = C References = R Interview Process = I

Professional Qualifications / Training	**Method of Assessment**
Essential ● Grade C or above GCSE Maths and English (or equivalent). ● Qualification or specialised training in Data Management ● Formal training or experience on Power Bi ● Formal training or experience on Microsoft Excel or Google Sheets **Desirable** ● Full training in Arbor MIS in all areas.	**A, I & C for all within this section**

Skills, Abilities and Experience	**Method of Assessment**
Essential ● Has significant experience of working on a Management Information System (3+ years). ● Substantial knowledge in data analysis/analytical skills. ● Experience of working in a role that involves a significant amount of data management. ● To be highly literate and numerate with strong analytical and data manipulation skills. ● In depth knowledge and experience of ICT systems, in particular Microsoft Office systems with advanced Excel/Google Sheets skills. ● Experience of working and providing high quality data management, analysis and support. ● Experience of working with databases and managing data integrity. ● Strong organisational and time-management skills. ● Advanced Microsoft Power BI skills. ● Experience of working in a fast paced environment. ● A solution focused approach to work.	**A, R & I for all within this section**
Desirable ● Experience of using report writing systems including Microsoft Power BI. ● Has experience of setting up Arbor MIS.	

• Experience of using various school systems, including MIS. • Experience of using external school data sources including FFT Aspire, SISRA, S2S, Key to Success, Insight. • Some knowledge of HR, Compliance and FM systems (such as iAM, SAM HR). • Experience of working in an academy / trust environment.	

Personal Qualities & Attributes	**Method of Assessment**
Essential • Genuine interest in and passion for working in Data and Systems. • Commitment to self-development and able to demonstrate the following personal qualities; Ambitious, Positive, Resilient, Reflective and Principled. • Positive and solution focused with a flexible approach to work. • Customer focused and ability to meet deadlines. • The ability to work with discretion at all times. • High levels of integrity, able to ensure confidentiality. • A team player with excellent and adaptable communication skills. • Self-motivated and proactive. • Accuracy and attention to detail. • Ability to lead a discussion with staff at all levels and provide support and advice. • A commitment to safeguarding, promoting welfare of children and young people. • Excellent relationship management, experience of successfully working with stakeholders and building effective working relationships at all levels. • Ability to communicate to a variety of audiences. • Reliable and trustworthy. • Excellent interpersonal, skills with the sensitivity to work well in a range of situations. • Ability to support staff with an appropriate balance of support and challenge. • A full clear driving licence is essential to ensure the ability to travel between sites.	**A, R & I for all within this section**

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile, but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Trust.

Information for all applicants / postholders:

Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

