



Trust Data Manager

37 hours per week, 43 weeks per year

QEGSMAT are seeking to appoint a Trust Data Manager to join our Central Team based in Ashbourne, Derbyshire.

The successful applicant will be involved in the design and setup of data systems to capture MAT and school level data. Working with senior leaders and school-based Data Mangers you will co-ordinate the management of data across the Trust, support data users and, design and produce reports to inform the decision-making process. You will have excellent organisation skills, a keen eye for detail, enjoy keeping up-to-date with new developments - embracing the idea that 'every day is a school day'.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of currently 22.7%.
- 23 days holiday rising to 28 days after five years' service.
- An extra 4 days' leave (known as extra statutory and concessionary).
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

The successful candidate will be subject to a full enhanced DBS check and must be eligible to work in the UK.

If you have any questions or would like an informal discussion about the role, please contact Barbara Smith, Director of Education at smith@qegsmat.com

If you wish to apply for this role please visit <https://www.qegsmat.com/current-vacancies/> where you can apply via TES.

If you have any question please do not hesitate to contact us at hr@qegsmat.com.

Closing date: 18th July 2021

Interview date: 22nd July 2021

Start date: As soon as possible

Salary: POE £32,910 - £35,745 FTE per annum (pro rated £30,654 - £33,294 per annum)



Position:	Trust Data Manager
Hours:	37 hours per week
Weeks:	43 weeks per year
Scale:	POE
Responsible to:	Director of Education

Purpose of the post

Provide a comprehensive Trust wide data management service, involving the design and set up of data systems to capture MAT and school level data in line with Trust, DfE requirements and the Ofsted Inspection Framework.

Design and produce reports at MAT and school level to inform the decision making of senior leaders and Trust Committees. Reading and interpreting DfE guidance on data and disseminating and providing advice to Trust and school leaders.

Key Responsibilities

1. Work closely with the Central Team and school leaders to develop and support systems which provide data to facilitate school improvement.
2. Develop and implement a Trust wide improvement plan for data and the use of Management Information Systems, covering targets, assessments, behaviour reporting, attendance, admissions data, census etc.
3. Keep up to date with legislation and best practice developments relating to data and information in order to ensure that internal procedures and processes are compliant and most effective.
4. Be responsible for the provision of accurate and timely information as required by schools, external bodies and the Trust.
5. Design and set up systems for capture of school and MAT level data for achievement and progress and all other educational KPIs.
6. Design, set up and maintain dashboards at school and MAT level in line with DfE and Ofsted Inspection Framework categories.
7. Be accountable for the use of data systems in raising standards and performance across all Trust schools.
8. Reading and interpreting DfE guidance on data, including Statistical First Release and technical guidance and disseminating information to key stakeholders.
9. Disseminating changes in policy and practice to Executive Leaders, Head teachers and School Data Managers.
10. Setting up and amending data systems in line with changes to technical guidance.

11. Target setting outcomes for all students and monitoring progress and exception reporting on a MAT level.
12. Set up and maintain reporting systems and pre-empt the changes and developments which all QEGSMAT schools will need to make in the field of MIS.
13. Advise and support senior leaders in setting up, running and managing data reporting.
14. Advise schools and staff on methods of accessing information and to provide in-house training on data interpretation, results and findings. To assist the staff in the use and understanding of data/target setting. This will include the delivery of INSET to staff using own resources and systems.
15. Support and manage the schools/Trust's commitments for the reporting of data to the DfE and other agencies. Working with the School Data Managers to make sure that our commitments are met and that data transferred is accurate and reliable.

Data Protection

1. Develop and maintain comprehensive and accurate records of all data processing activities.
2. Prepare reports and management information on the Trust and all Trust schools level of risk related to data protection and processing performance.
3. Ensure that the Trust and all Trust schools enforce data processing agreements with any third parties it outsources data to.
4. Support the Trust Data Protection Officer to ensure any data breaches are reported to the Information Commissioners Office within the legal time frame.
5. Undertake audits of the Trust and all Trust school data protection processes.
6. Address any issues which are highlighted whilst auditing the Trust and all Trust school processes.
7. Monitor the performance of the Trust and all schools' Data Protection Impact Assessments and provide advice where requested.
8. Liaise with the Data Protection Officer and the Data Protection Coordinators who act as the first point of contact in each of the Trust schools.



Person Specification

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Strong academic background at GCSE/A-Level (or equivalent). 	<ul style="list-style-type: none"> Undergraduate degree in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification.
Experience	<ul style="list-style-type: none"> Experience of working with school Management Information Systems must include SIMS. Expert in Microsoft Excel to an advanced level. 	<ul style="list-style-type: none"> Experience in using Power BI. Experience in using Go4Schools. Experience of submitting Census and other statutory returns.
Knowledge and skills	<ul style="list-style-type: none"> Strong IT skills including advanced use of spreadsheets. Numeracy and the ability to analyse qualitative and quantitative data. Ability to monitor and evaluate data. Strong analysis skills. A good knowledge and understanding of accountability measures in primary and secondary settings. Some knowledge of GDPR regulations and organisations' responsibilities. Ability to explain and present data in a user friendly manner to a variety of stakeholders. 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies. Knowledge of external examination process
Personal qualities	<ul style="list-style-type: none"> Self-motivation, enthusiasm and results-focus. Ability to move between big picture and detail. Pragmatic and solution oriented. Committed to high standards and continuous improvement. Detail conscious, precise, expert. Negotiating, influencing and holding to account. Prioritisation and time management. 	