

JOB DESCRIPTION

POST TITLE:	Trust Senior Data Analyst – Initial 12 months Fixed Term Contract
RESPONSIBLE TO:	Chief Executive Officer (CEO)
SALARY:	Starting Salary Dependent on Experience (£26,470 - £33,106)
JOB PURPOSE:	To establish and oversee Trust-wide data and intelligence management systems which are fit-for purpose, reliable and user-friendly across a broad range of areas including employees, pupil progress, contracts and estates and to analyse and present this data in a variety of formats to aid senior management decision making.

Main Responsibilities

The Post holder working to this job description may undertake any of the following main duties and responsibilities.

- To lead the development of data capture systems across the Trust so that data is up to date, accurate, accessible and well presented for a range of stakeholders
- To develop bespoke interfaces with multiple MIS systems across the Trust in order to provide a real-time links to multiple databases. To provide complex analyses of this data that allows leaders, teachers and other professionals to:
 - track pupil progress and target intervention at a range of levels with a particular focus on secondary education
 - gain assurance in respect of statutory compliance with employment and estate related functions
 - obtain an overview of staff performance and development issues
 - provide strategic context for negotiations with external stakeholders
 - tailor finance and procurement strategies accordingly
 - other areas as agreed with the Executive Leadership Team
- To ensure that all data is secure and appropriate disaster recovery procedures are adopted.
- To work with Trust senior leaders to automate aspects of information analysis to reduce work load by automating the production of key information, e.g. pupil progress reports, LA and DFE returns
- To develop a dashboard that shows key performance indicators for the Trust to help inform the work of the Executive Leadership Team and the Board of Directors
- To respond to requests for bespoke analyses and summaries of data
- To ensure that data capture systems are GDPR compliant and to work with GDPR school based leads as appropriate
- To lead and manage briefing and training on data systems and the use of data across the Trust

- To keep the operation of the Trust's data and intelligence systems under review to ensure efficiency
- Successfully manage the partnerships and relationships, which underpin the effective operation of the data and intelligence system
- Ensure the completion of statistical returns required by key organisations (e.g., DfE, ESFA, Ofsted).
- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes as appropriate to the role
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the NPCAT and establish constructive relationships with the Trust's academies and other agencies as appropriate to the role

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisational statements and procedures, undertake to report any incidents/accidents/hazards and to take a pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the NPCAT may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

<p>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE</p>
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PERSON SPECIFICATION
Trust Senior Data Analyst

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Undergraduate degree in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification	AF/C			
Experience & Knowledge	E2	Experience managing data	AF/I	D1	Experience of working in education	AF/I
	E3	Experience in developing bespoke analyses of data sets	AF/I	D2	Experience of taking a strategic lead in data management projects	AF/I
	E4	Experience in interpreting and analysing data for stakeholders	AF/I			
	E5	Full working knowledge of relevant policies, codes of practice and legislation regarding data protection	AF/I	D3	Working knowledge of school accountability systems for both primary, secondary schools and MATs	AF/I
	E6	Understanding of database structures and ability to manipulate large datasets	AF/I	D4	Experience of SIMS or other educational MIS packages	AF/I
	E7	Ability to manipulate and present data within software applications such as Excel	AF/I			

	E8	Experience of SQL for querying databases and extracting datasets	AF/I			
Skills	E9	Outstanding verbal and written communication skills with an ability to present information in a clear and concise manner	AF/I/R			
	E10	Excellent Microsoft Excel skills	AF/I/R			
	E11	Ability to relate well to children and adults	AF/I			
	E12	Ability to work well under pressure, prioritise workload and meet deadlines	AF/I			
	E13	Attention to detail, including data verification checks	AF/I/R			
	E14	Ability to work independently and also as part of a team	AF/I/R			
Personal Attributes & Other Requirements	E15	A positive “can do” attitude and a strong work ethic	AF/I/R			
	E16	Occasional attendance at meetings outside of normal hours	I			
	E17	Full driving licence and a willingness to occasionally travel to other academies within NPCAT	AF/I			

	E18	Suitability to work with children	D			
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Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure