

Job Description

Digital & Data Manager

Location:	Flexible
Contracted Hours:	37
Contract Basis:	52 weeks
Unity MAT Grade:	Executive E01
Range	SCP 1-8
Special Conditions:	Regular travel across all sites is expected Flexibility around work locations Opportunity for some homeworking as agreed by your line manager within the needs of the service. Flexible working hours, within the needs of the service
Reporting to:	Director of School Improvement (DSI)
Revised Date:	March 2026

Job Summary:

Lead the Trust's digital and data service by:

- managing the Trust's digital infrastructure, data systems,
- line managing the IT service/team on a day-to-day basis
- acting as the strategic and operational lead for the Trust's Management Information System (MIS), Arbor
- providing technical oversight, data and contract management,
- ensuring that IT processes are compliant with the regulatory framework, statutory standards/guidance, Trust policies and audit requirements;
- working as part of the Trust's Core Team and with school colleagues in support of the Trust's objectives.

Main Duties & Responsibilities:

Under the direction of the Director of School Improvement:

General

- Ensure that duties are carried out in compliance with relevant legislation, guidance and Trust policies.
- Ensure that all aspects of digital and data operations are in accordance with best practice and reflect value for money from the public purse.
- Work as part of the Trust's Core Team to support schools to deliver a quality educational provision and to ensure that the Trust's objectives are met.

Leadership and Management

- Line manage IT Technicians on a day-to-day basis,
- Undertake regular 1 to 1 meetings and annual appraisals as per line management responsibility.
- Oversee the IT Service ticketing system to ensure that all calls are dealt with to a satisfactory resolution.

IT Services and Infrastructure

- Oversee the day-to-day operation, performance, and development of IT systems across the Trust.
- Ensure all IT infrastructure is secure, reliable, and fit for purpose.

Main Duties & Responsibilities:

- Develop and implement IT strategies aligned with the Trust's priorities.
- Manage system upgrades, maintenance schedules, and disaster recovery planning.
- Ensure compliance with data protection, cybersecurity, and safeguarding requirements.

MIS Leadership (Arbor)

- Act as the Trust's lead expert for the Arbor MIS system.
- Ensure Arbor is configured, maintained, and operating effectively across all schools.
- Troubleshoot system issues and liaise with Arbor support where necessary.
- Lead on system upgrades, integrations, and process improvements.
- Train and support staff to ensure effective use of Arbor for data entry, reporting, and analysis.
- Provide reports to leaders as required.
- Promote best practice in data management, accuracy, and consistency.

Data Analysis & Reporting

- Analyse data from relevant systems (e.g. CPOMS, Blue Sky, Arbor, Evolve etc.) to identify trends, areas of concern etc.
- Provide regular reports to leaders as required.

Data Management, Compliance and Statutory Requests

- Ensure the integrity, accuracy, and security of data across all systems.
- Support schools with data processes, census returns, and statutory reporting.
- Develop and maintain data protocols, retention schedules, and documentation.
- Manage and coordinate responses to Subject Access Requests (SARs) in line with statutory timescales.
- Manage and respond to Freedom of Information (FOI) requests, ensuring compliance with legal requirements.
- Liaise with senior leaders and external agencies (e.g. the DPO service) where necessary to gather and review requested information.
- Maintain records of requests and ensure appropriate redaction and data protection practices are followed.
- Work with senior leaders to ensure data is used effectively to support decision-making.

DfE Digital Standards and Compliance

- Lead on the implementation and ongoing compliance with the Department for Education (DfE) Digital and Technology Standards.
- Assess current provision across the Trust against DfE standards and develop action plans to address gaps.
- Ensure standards relating to cybersecurity, filtering and monitoring, broadband, cloud solutions, and disaster recovery are met.
- Provide regular updates to senior leaders on compliance status, risks, and improvement plans.
- Embed best practice in digital strategy and infrastructure in line with national guidance.

Asset Management (IT Equipment)

- Maintain oversight of the Trust's fixed asset register in relation to all IT equipment.
- Ensure all devices and IT assets are accurately recorded, tagged, and tracked throughout their lifecycle.
- Implement and maintain processes for asset procurement, deployment, transfer, and disposal.
- Conduct regular audits to ensure the accuracy of asset records across the Trust.
- Work with finance teams to ensure alignment between asset registers, capitalisation policies, and audit requirements.
- Ensure secure and compliant disposal of IT equipment in line with data protection and environmental standards.

Contract and Supplier Management

- Manage contracts and relationships with external providers, including:
 - Telephony systems
 - Photocopiers and print services

Main Duties & Responsibilities:

- Broadband and communication services
- Monitor service delivery against contracts and ensure value for money.
- Lead procurement processes for IT and digital services where appropriate.

External Liaison

- Act as the main point of contact with the local authority IT service.
- Coordinate support, escalations, and collaborative initiatives with external partners.
- Ensure alignment between Trust systems and Local Authority requirements where necessary.

Review & Scrutiny

- Work with senior leaders to:
 - prepare for any independent reviews, e.g. external and internal audit,
 - co-operate with any reviews/audits undertaken and any provide any information legitimately requested,
 - implement any recommendations agreed by the Trust.

Policy & Trust Development

- Produce and update relevant policies across the Trust.
- Monitor and contribute to the organisation and development of Digital Technology within the Trust.
- Maintain an awareness of changing digital and data practice, statutory guidance and best practice.
- Support the CEO, DSI and Director of Finance & Operations to develop services offered by the Trust Core Team.
- Undertake specific projects under the direction of the DSI.

Additional Duties:

The post holder will:

- Comply with any reasonable request to undertake work not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should monitor training for themselves and any employees for whom they are responsible identify, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.