

Job Description

Greensand Support Staff Salary Scale:

Points 14-18, £30,647 to £32,867 FTE

Contract type: Part-time (1-2 days per week;
flexible working considered) Term time only

Reporting to: Director of School Improvement

Trust Data Manager

Job Purpose

To lead the development, management and analysis of data across the Trust, ensuring that high-quality, accurate and timely information is available to support strategic decision-making, school improvement and statutory compliance.

The role will focus on extracting and consolidating data from Trust systems (including Arbor) to produce clear, accessible reports for school leaders, executive leaders and trustees.

Trust-wide data plays a critical role in driving improvement, with Data Managers increasingly responsible for transforming data into insight that informs leadership decisions.

The role is based in the Greensand Central Team (with travel to Trust schools as required).

Key Accountabilities

1. Trust-wide Data Management

- Lead the effective use of the Trust's Management Information System (MIS), Arbor, ensuring high standards of data accuracy, integrity and consistency.
- Develop and maintain processes for consolidating data across all schools within the Trust.
- Provide database administration for the collection, storage and presentation of all data required to support compliance.
- Ensure that systems are used consistently across schools to support Trust-wide comparability.
- Monitor and maintain data quality, identifying and resolving inconsistencies.
- Provision of relevant training to appropriate staff in support of "self-service" analysis of key data visualisation tools.

2. Data Analysis and Reporting

- Produce regular Trust-wide performance reports (e.g. attainment, attendance, behaviour, safeguarding trends).
- Develop dashboards and reporting tools to support leaders at Trust and school level.

- Provide bespoke reports and analysis for the CEO, Executive Team, Headteachers and Trustees.
- Oversee assessment and reporting cycles to ensure timely and accurate outputs.

3. Systems Development and Improvement

- Develop and streamline data systems, processes and workflows to improve efficiency.
- Identify opportunities for automation and integration across systems.
- Work with IT and system providers (e.g. Arbor) to optimise functionality and reporting.
- Support the Trust's digital and data strategy, including use of tools such as Excel, Power BI or equivalent.
- Keep abreast of the latest developments in national data reporting, pupil assessment and academic systems.
- Maintain data integrity and compliance across all schools through audits and validation.

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Trust's Executive Leadership Team.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Person Specification

Essential Experience

- A background in education would be advantageous; however, we welcome applications from candidates with data, analytics, business intelligence or information management experience in any sector, provided they can demonstrate the skills and rigour this post demands.
- Strong background in data analysis and report production.
- Advanced skills in Excel (or equivalent data tools).
- Strong understanding of GDPR, statutory reporting, and data compliance.
- Evidence of strong analytical skills and a proven track record of managing complex data environments and translating data into clear, actionable insights for senior stakeholders.
- Experience of analysing and interpreting performance data, including using data analysis tools and software to interrogate data.
- Experience of importing and exporting information from databases.

Desirable Experience

- Experience of working in an education setting or with educational data.
- Experience of working with Arbor.

Essential Knowledge & Skills

- Strong analytical and problem-solving skills.
- Ability to present complex data clearly and effectively.
- High attention to detail and accuracy.
- Understanding of school performance measures and assessment systems.
- Knowledge of data protection and confidentiality requirements.
- Ability and willingness to use AI-enabled tools and data visualisation platforms, such as Power BI, to improve reporting, insight generation and workflow efficiency.

Personal Qualities

- Highly organised, with the ability to prioritise workload.
- Collaborative and able to build strong working relationships.
- Proactive and solutions focused.
- Committed to improving outcomes for children and young people.

Notes

We value equally all members of the school community and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Leadership Team.