

Senior Data & Insights Officer	
Version 1	Job Description and Person Specification

School / Service: Trust Data and Insights based in school

Pay Scale: Scale F

Hours of Work: 37 hours per week – Term Time +3

Responsible to: Trust Data and Insights Manager

Overview

The Senior Data & Insights Officer will oversee the daily operational performance, integrity, and reporting of the school's Management Information System. Balancing hands-on administrative tasks with high-level reporting, this role acts as the key technical bridge between Thorpe St Andrew School and the Trust's central data team. The postholder will ensure accurate statutory reporting, construct and maintain the school timetable, and generate analytical insights to help drive student achievement and operational efficiency. The postholder will serve as the school-based lead for the Central Trust Data Service, providing dedicated, localised execution of data tasks while working in partnership with the central Trust data team to ensure consistency and operational excellence.

Roles and Responsibilities

MIS Management & Operational Timetabling

- **System Administration:** Manage, configure, and maintain the daily operation of TSAS's MIS, ensuring data integrity, security, and compliance with GDPR and Trust frameworks.
- **Timetabling & In-Year Changes:** Administer and assist in constructing student and staff timetables on the MIS. Manage complex in-year updates (rooming, staffing, subject shifts) in coordination with the Senior Leader for Curriculum.
- **Admissions & Student Records:** Oversee the student database, collating entry data for Year 7, Sixth Form (Year 12), and in-year transfers.
- **Annual Rollover:** Lead the annual MIS rollover process, including importing term dates, class structures, and new academic timetables.
- **Attendance Support:** Support the School Attendance Officer to ensure attendance data accuracy.
- **Behaviour Setups:** Manage behaviour setups within the MIS, ensuring they reflect current school policies.
- **Payments & Events Support:** Manage the setup and maintenance of items on the school payment/shop platform, and support the organisation of clubs and trips.

Data Analysis, Insights & Reporting

- **Reporting & Dashboards:** Design and generate routine and ad-hoc analytical reports, summaries, and visualisations for Senior Leadership, Subject Leaders, and Governors.
- **Progress Tracking & External Tools:** Collate external and internal assessment data, target grades, and manage data integrations with tracking tools like ALPS.
- **Exam Support:** Collaborate directly with the Examinations Officer to ensure accurate candidate data, entry verification, and results processing throughout the year.
- **Trust Data Support:** Assist the central Trust Data Manager in extracting, formatting, and analysing school-level data to feed into Trust-wide performance dashboards.
- **FOI & SAR Requests:** Support and process Freedom of Information (FOI) and Subject Access Requests (SAR) in a timely and compliant manner.

Statutory Compliance & Quality Assurance

- **Statutory Returns:** Oversee and execute all mandatory statutory returns (e.g., School Census, Workforce Census), ensuring zero-error submissions within required timelines.
- **Data Cleansing:** Conduct regular data quality audits, housekeeping, standardisation, and archiving.
- **Policy Compliance:** Maintain strict compliance with data protection laws, safeguarding protocols, and Trust data governance protocols.
- **Curriculum Tables Checking:** Complete the national curriculum tables checking exercise as part of local data administration.

Helpdesk, Training & Culture

- **First-Line Support:** Act as the primary helpdesk support for administrative, teaching, and senior staff on the MIS and integrated applications.
- **Staff Capacity Building:** Design and deliver training for school staff on effective MIS usage, data entry accuracy, and reporting tools.
- **Data Culture:** Champion a proactive, data-driven culture across departments to support evidence-based decisions and interventions.
- **Issue Escalation:** Act as the first point of contact for local data support, escalating complex MIS or system issues to the central Trust Data Managers or MIS suppliers as appropriate.