



Data Analyst and Insights Lead

The Trust Data Lead is the Trust's specialist for data, reporting and information systems. The postholder will be responsible for ensuring that high-quality, accurate and timely data supports school improvement, organisational performance and informed decision-making across the Trust.

Working closely with school leaders, central teams and stakeholders, the Trust Data Lead will develop and maintain effective data systems, dashboards and reporting solutions, whilst promoting best practice in data management, analysis and insight. The role will transform complex data into meaningful intelligence that supports strategic and operational decision-making.

Grade:	10 (Pay point 23-26)
Weeks per year:	52 Weeks per year
Responsible To:	Trust Assessment Lead
Key Relationships/ Liaison with:	Trust Assessment Lead, Education Directors, School Improvement Advisors, Headteachers, Assessment Leads

Main duties and responsibilities

Data and Reporting

- Maintain accurate, reliable and secure Trust-wide data.
- Develop and maintain dashboards, reports and data visualisations using Power BI and other reporting tools.
- Produce regular and ad hoc reports for Trust leaders and schools.
- Analyse data trends and provide clear, actionable insights.

Systems and Information Management

- Act as the Trust's specialist for data systems and reporting platforms.
- Support the effective use of MIS and associated systems across the Trust.
- Develop automated processes and reporting solutions to improve efficiency.
- Ensure consistency of data collection, validation and reporting practices.

School and Trust Support

- Provide expert advice and guidance on data interpretation and reporting.
- Deliver training and support to colleagues using Trust data systems.
- Work with school leaders to identify and meet data and reporting requirements.
- Promote best practice in data management across all Trust schools.

Compliance and Governance

- Ensure compliance with GDPR, data protection legislation and Trust policies.
- Maintain high standards of data security and confidentiality.
- Support statutory data returns and audit requirements as required.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Job Title: Data Analyst and Insights Lead

Grade: 10

	Essential	Desirable	How assessed
Qualifications Degree in Data Analytics, Computer Science, Mathematics, Business Intelligence, Information Systems or a related field.	✓		App
Experience - Experience working with large datasets - Experience developing dashboards, reports or automated workflows using tools such as Power BI, Power Automate, SQL or similar technologies. - Experience of education data systems (e.g. Arbor, Bromcom, SIMS). - Experience working in a multi-site organisation.	✓ ✓	 ✓ ✓	App/Int App/Int App/Int App/Int
Knowledge - Strong skills in Excel, Power BI, Power Query, DAX and data analysis. - Understanding of educational assessment, attendance or performance data.	✓	✓	App/Int/Ref App/Int/Ref
Skills/Attributes - Excellent written and verbal communication skills. - Strong analytical and problem-solving skills. - Able to explain data and technical concepts clearly to a range of audiences. - Builds positive relationships with school leaders, teachers and support staff. - Listens carefully to user needs and adapts solutions accordingly. - Confident delivering training and supporting colleagues with differing levels of technical expertise.. - Demonstrates a customer-service mindset when responding to queries and requests	✓ ✓ ✓ ✓ ✓	 ✓ ✓	App/Int App/Int App/Int App/Int/Ref App/Int App/Int App/Int

	Essential	Desirable	How assessed
General Circumstances - An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. - Demonstrates curiosity and a willingness to learn about the education sector. - Actively seeks feedback and professional development opportunities. - Able to translate technical concepts into practical solutions for non-technical colleagues. - Committed to developing expertise in educational assessment, accountability, attendance and school improvement. - Participates fully in Trust training, networks and professional learning opportunities.	✓ ✓ ✓ ✓ ✓		App/Int App/Int App/Int App/Int App/Int
Factors not already covered Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)