

Data and Performance Manager

Responsible to:	Chief Education Officer
Liaison with:	Headteachers, school data managers, SEEAT Executive Team, school staff, visitors, external agencies, and other schools.
Location:	The Deanes, travel across SEEAT schools may be required

The Role

The Data and Performance Manager will lead SEEAT's strategic approach to data, performance and management information systems (MIS), ensuring high-quality, timely and compliant data supports school improvement, statutory reporting and executive decision-making. The postholder will develop consistent Trust-wide processes, improve data quality, reduce workload through effective systems and automation, and provide expert analysis to leaders and trustees.

The postholder will foster a culture of continuous improvement and innovation, proactively identifying opportunities to leverage automation, AI and new technologies to enhance reporting, streamline processes and strengthen organisational intelligence, while maintaining the highest standards of data security, governance and compliance.

Key Responsibilities

Data Strategy and Leadership

- Develop and implement a SEEAT data and reporting plan aligned to Trust priorities, SEEAT's assessment calendar and reporting timelines
- Lead and support Data Manager colleagues, promoting consistent practice across schools.
- Identify opportunities to streamline processes, automate reporting and reduce administrative workload.
- Keep abreast of changes to DfE accountability, assessment, census and performance measures.
- Act as the substantive data manager for a designated school.

Performance Analysis

- Produce high-quality dashboards, KPI reports and analysis for executive leaders, trustees and school leaders.
- Interpret pupil performance, attendance, behaviour and other operational data to identify trends, risks and opportunities.

- Support school improvement through accurate benchmarking and evidence-based recommendations.

MIS and Data Systems

- Lead the effective use, development and optimisation of Arbor and reporting systems.
- Coordinate statutory returns including school census and other national collections.
- Work with IT and system suppliers to implement enhancements, integrations and data validation.

Data Governance

- Ensure compliance with GDPR, data protection legislation and Trust policies.
- Maintain robust data quality assurance processes and audit trails.
- Support information governance, security and business continuity arrangements.

Training and Support

- Provide training, guidance and documentation for school staff.
- Act as the Trust expert for MIS, reporting and performance data.

General

- To actively promote SEEAT's policies.
- To be courteous and provide a welcoming environment.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Actively engage with local, regional and national networks, collaborating with colleagues across Multi-Academy Trusts, schools and professional organisations to share best practice, benchmark performance, and remain at the forefront of developments in data management, reporting and educational technology.
- 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 their line manager, Chief Executive Officer, or Trust Board.

This job description will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

July 2026

Person Specification

Knowledge/Qualifications and Experience

- Degree or equivalent experience in data, information systems or analytics
- Relevant professional qualification in data analytics
- Demonstrable experience of school and Trust MIS and performance data.
- Experience working in a large school or a multi-academy trust.

Skills, Abilities, and Professional Attributes

- Strong Excel, Power BI or similar reporting tools
- SQL or database/report automation experience
- Knowledge of DfE returns, assessment and accountability
- Experience of project management
- Excellent analytical, communication and stakeholder management skills
- Experience leading system implementations.
- A commitment to equity, inclusion, and supporting staff wellbeing.
- Excellent organisational skills with the ability to prioritise workload, work to tight and changing deadlines, and anticipate requirements in advance
- To be willing to attend, and occasionally deliver, training and development activities, demonstrating a commitment to own professional development
- Able to plan and prioritise own work effectively
- Ability to work accurately under pressure and to deal with interruptions
- Ability to develop effective working relationships
- Commitment to safeguarding, confidentiality and continuous improvement.
- Clear understanding and working knowledge of SEEAT, its ethos and values, systems, and procedures

We recognise that very few applicants will meet every requirement listed. If you can bring relevant experience, sound judgement, and a commitment to supporting people and enabling schools to succeed, we encourage you to apply — even if your background looks a little different from what we've described.