

**Empowering futures:  
for a better tomorrow**



Use your analytical skills to support our dedicated Operations team where you'll be at the heart of a data-driven strategy in a high achieving MAT, supporting schools and senior leaders with the tools, insights, and systems they need to make informed decisions.

Join our team at Ivy Education Trust as our:

## **Trust Business Intelligence, Data and Insights Analyst**

Scale 7, £39,862 - £44,075 p.a.

(37 hours per week, 08:30-16:30 Monday-Thursday & Fridays 08:30-16:00 for 52 weeks per year. Some flexibility over hours worked during term time is required to fulfil the responsibilities of the role) Part time working will be considered.

Permanent contract





## Welcome

Everything we do across our Trust is focussed on our mission to deliver a high-quality and inclusive education for our pupils.

As part of our central Trust team, you will have the opportunity to play a part in enabling our schools to achieve their ambitions.

We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, and what makes us, us, our values.

We feel it is an exciting time to join us as we grow our service and learn together across our community of schools.

## The role: Business Intelligence, Data and Insights Analyst (working as part of our Central team based at Teignmouth Community School)

### Make data matter. Make a difference.

Are you ready to use your analytical expertise to transform education? Join our Trust and play a pivotal role in shaping the future of learning. As our **Business Intelligence, Data & Insights Analyst**, you'll lead the development and implementation of our data, intelligence, and MIS strategy—ensuring stakeholders have access to reliable, timely insights that drive academic and business performance.

This role could be ideal for someone looking to broaden their experience or **returning to their career in Tech** and looking for a meaningful opportunity to apply their skills in a purpose-driven environment. We are also **open to a discussion about part-time working**.

### Why join us?

- Work for a purpose-driven organisation that values innovation and collaboration.
- Enjoy flexible working arrangements, including the option to discuss part-time hours.
- Access professional development opportunities to grow your career.
- Make a tangible difference in education and the lives of learners.

## What you'll do

You will oversee the Trust's data and systems ecosystem, managing all aspects of our Management Information Systems (MIS) and supplementary platforms. Your work will empower leaders with actionable intelligence, enabling informed decisions that improve outcomes for learners and strengthen organisational performance.

## Where you will be based

This is a hybrid role where you will also have a base at one of our secondary schools: Teignmouth Community School. There will be the requirement to travel to other schools in our Trust.

## About you

### If you

- have the ability to develop and deliver bespoke reports and dashboards for senior leaders and the executive team to inform strategic and operational decisions
- have the ability to work effectively both independently and as part of a team
- are proactive and flexible in your approach, able to adapt to the needs of busy school environments
- are able to engage with colleagues across education and business domains to understand requirements and enhance data services
- have experience of using a range of statistical, numerical, and analytical techniques to analyse data
- enjoy working collaboratively in a busy team and communicating with a wide range of stakeholders
- are proactive, organised, and ready to take ownership of tasks and projects

**...then we'd love to hear from you!** Please do get in touch to learn more about this opportunity.

## We offer

- A role where your work really matters
- The opportunity to work in a team who are invested in creating the conditions to support the growth of others
- Competitive package with generous career average pension scheme with employer contributions of c17%\*
- 26 days holiday plus public holidays\*\* (pro-rata for a part time role)
- Ongoing professional development

\*employer contribution rates set by the Local Government Pension Scheme.

\*\*including closure days to be taken over the Christmas period

If you're ready to turn data into impact? Apply today and help us shape the future of education, we'd love to hear from you.

## How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description on the following pages.

To learn more about our Trust please view: [Ivy Education Trust](#)

To apply please complete our application form, detailing how you meet the criteria detailed in the person specification on the job description that we will assess during shortlisting. The closing date for applications is Monday 19<sup>th</sup> January at 9.00am. Interviews to be arranged once applications have been reviewed and will be held in our Trust Offices at Teignmouth Community School.

If you have any questions about this opportunity or would like to arrange an informal chat about the role or a visit to the Trust, please contact us at [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk)

## Job description

<b>Post title:</b>	Business Intelligence, Data and Insights Analyst
<b>Location:</b>	Central Team. Hybrid   TQ14 9HZ
<b>Salary grade:</b>	Scale 7 - Opportunity to consider a career development pathway such as a Level 4 Data Analyst Apprenticeship
<b>Contract type:</b>	Permanent
<b>Working hours:</b>	37 hours a week / All year round. Part time working will be considered.
<b>Responsible to:</b>	Head of Operations
<b>Links with:</b>	Executive team, business services, school leadership teams, Professional Learning Communities (PLCs)

### Key purpose of job:

The successful candidate will oversee the development and implementation of the Trust's data, intelligence, and MIS strategy, ensuring internal and external stakeholders have access to reliable and timely data on all aspects of academic and business performance.

The postholder will manage all aspects of the Trust management information systems (MIS), supplementary systems that form part of the Trust's data and systems ecosystem.

### Specific duties and responsibilities:

- Provide bespoke custom reports and dashboards to ensure that senior leaders and the executive team have access to high quality data to inform both educational and organisational decision making.
- Work closely with system and/or service heads to coordinate reporting schedules and ensure continuity of services during periods of peak demand.
- Engage with colleagues across both educational and business service domains to understand customer requirements to enable the development of the Trust's data services.
- Provide Trust wide expertise in all aspects of commonly used Management Information Systems and wider trust data and systems eco-system.

- Lead a community of best practice, providing advice, guidance and support to staff, ensuring the standardisation of data collection, and storage and analytical processes are implemented and maintained.
- Provide support and training for users to ensure consistent use of systems and analytical outputs.
- Identifying, sourcing and analysing appropriate data using robust analytical techniques.
- Produce statistical analysis of local, regional and national statutory benchmark and outcomes data for use by stakeholders across the trust to inform delivery, development and improvement plans.
- Prepare data for presentations and reports to managers, Trustees and other stakeholder groups to enable them to determine the best course of action for improvement and development.
- Ensure compliance with security best practices for accessing and handling data at rest and in transit, including encryption, secure protocols, and adherence to organizational and regulatory standards

**Supervision / Line Management Responsibilities of the post: None.**

#### **Safeguarding and other duties**

- To place the safeguarding of all children in the schools across our Trust as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting
- the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## Person specification

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
<b>Qualifications:</b>			
Qualified to degree level in a numerate subject (including but not limited to maths, physics, engineering) or substantial relevant work experience (A,I)		✓	
Level 3 or higher qualification in computer science or statistics (A,I)			✓
<b>Experience:</b>			
Experience of analysing data to provide all stakeholders with a clear picture of performance and priorities in a business / education setting (A,I)		✓	
Experience of connecting to third party data warehouses and APIs to cohere discrete data sources into a unified organisational view. (A,I)		✓	
Experience of developing (often innovative) high quality data visualisation and analytical/ modelling insights in support of operational and strategic decision-making in a delivery organisation. (A,I)		✓	
Experience of measuring statistical performance, developing key performance indicators and action planning to support a business / education setting, (A,I)		✓	
Experience of facilitating the sharing of best practice, information and know-how (A,I)		✓	
Experience of Arbor MIS (A,I)			✓
<b>Knowledge:</b>			
Expert knowledge of Power BI and associated applications and platforms. (A,I)		✓	
An understanding of analytical/modelling techniques and data manipulation, data cleansing and quality assurance (A,I)		✓	
Knowledge of the fundamental principles of data ethics, governance and privacy in your work (A,I)		✓	
Knowledge of product management methodologies, including tools and techniques (A,I)			✓
Knowledge of developing code for analysis (practitioner level) – ability to design and implement the analytical approach, including code using appropriate standards and tests (A,I)			✓
<b>Skills:</b>			

	Essential	Desirable
Assessment criteria - evaluated from application form (A) and / or interview (I)		
Ability to develop high-quality data visualisation skills using Power BI (A,I)	✓	
Ability to turn complex data into compelling, clear and actionable stories (A,I)	✓	
Good standard of verbal and written communication skills, able to convey advice clearly and concisely, to coach others, to influence outcomes (A/I)	✓	
Effective listening skills, ability to listen to and interpret the needs of technical and non-technical stakeholders, and manage their expectations (A,I)	✓	
Ability to work calmly and professionally when faced with complex or time sensitive challenges (A,I)	✓	
Ability to organise and prioritise work effectively and to deadlines (A/I)	✓	
Ability to use initiative to resolve day-to-day issues independently, escalating only where necessary (A/I)	✓	
Ability to quality assure outputs (A/I)	✓	

## Our Trust

Our vision and mission define our purpose.



### Our vision:

**'Empowering futures; for a better tomorrow'**

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

### Our why:

Our mission describes why Ivy exists: **'To deliver an ambitious, high-quality, inclusive education'.**

### Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.



## Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.



Cockwood Primary School	
Kenn Church of England Primary School	
Kenton Primary School	
Starcross Primary School	
Teignmouth Primary School	
Dawlish College	
Newton Abbot College	
Teignmouth Community School	

## Be Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

### Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

### Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

### Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

### Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.