

Matrix Academy Trust

Job Description - Risk and Data Manager

Reports to:	Chief Financial & Operating Officer
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>25 days' holiday + 9 bank holidays</p> <p>Working Hours:</p> <p>Monday – Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm (including a 30 minute lunch)</p>
Location	Matrix Academy Trust, 1 st Floor, International House, 20 Hatherton Street, Walsall, WS4 2LA
Salary:	Scale Group 15
Main Purpose:	<ul style="list-style-type: none"> • Take forward the Trust-wide risk assurance framework. • Provide a key link between the central Risk and Policy function and the schools across the Trust. • Manage a standardised approach to data collection and reporting
Main Activities:	<p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Take ownership under the direction of the CFOO of the Trust's approach to risk management, extending the framework to cover all schools ensuring that a comprehensive risk assurance framework is applied to all strategic, educational, finance, operational and compliance risks. • With the CFOO and Senior Management, embed risk management as a driver of strategic change. • Work with the relevant colleagues to oversee the prioritisation, planning and delivery of internal audit activity as part of the risk assurance framework, ensuring a high level of communication with colleagues across the organisation. • Carry out data mapping activities in partnership with the IT team to support the assessment of organisation data privacy and risk. • Oversee the Trust insurance provision, ensuring appropriate cover is in place for all entities. • Review and make recommendations on due diligence documentation for new Academies joining the Trust. • Draft, monitor and review the necessary policies and procedures for a timely submission for Board approval. • Compile relevant reports for Trust Committees and Boards and present these when required. • Liaise with legal advisors and other third parties such as internal and external auditors as required. • Maintain easily accessible and auditable records. • Work with school-based staff to ensure and remedial action is undertaken promptly in response to risk and policy issues. • Manage and contribute to relevant working groups.

	<ul style="list-style-type: none"> • Design and maintain the Trust-wide risk management framework, embedding a proactive culture of risk identification, mitigation, and control across all academies and functions. • Maintain and regularly update the Risk Register, working closely with the Executive Team and school leaders to capture emerging and residual risks. • Conduct regular risk assessments, audits, and assurance reviews across operational areas • Advise and train leaders on how to assess, manage and escalate risk appropriately through established processes. • Co-ordinate responses to incidents, breaches, or crises, supporting root-cause analysis and tracking action plans to resolution. • Present risk updates and report to the Trust Board, Audit and Risk Committee, and relevant stakeholders, highlighting key trends and areas of concern. • Working closely with the CFOO, senior leaders, external partners, and various departments to ensure the Trust’s assets, processes, procedures and operations are safeguarded against risks and data is used effectively to inform strategic decision making. • Provide risk management training and support to staff across all levels of the Trust, ensuring that employees understand their role in managing risks and are aware of the relevant policies and procedures. • Develop training programmes and resources to promote a culture of risk awareness, ensuring all staff are equipped to identify and manage risks in their areas of responsibility. • Act as a point of contact for risk-related queries from staff, providing advice and guidance on risk management practices and policies. • Support with development and linking to the risk register of the business continuity and disaster recovery plans to ensure the Trust is prepared for and can recover from major incidents or disruptions. • Stay updated on industry best practices, new regulatory requirements, and emerging risks to ensure the Trust’s risk management approach remains effective and forward-looking. • Foster a culture of continuous improvement in risk management by encouraging feedback from staff, conducting regular reviews of risk processes, and implementing lessons learned from past incidents.
	<p><u>Data Management</u></p> <ul style="list-style-type: none"> • Establish and implement a Trust-wide Data Governance Framework to ensure accuracy, consistency, and security of data • Oversee the Trust’s use of MIS platforms (SIMS), ensuring schools are using systems effectively and in compliance with Trust expectations. • Review data used in schools across the trust to create and maintain a standardised approach to the recording of data • Lead on the creation and oversight of dashboards and reporting tools for key metrics (e.g. attainment, progress, attendance, exclusions, safeguarding), ensuring data is accessible and useful for operational and strategic decision making. • Monitor data submissions to statutory bodies (e.g. Census, Ofsted, DfE) and ensure accuracy, timeliness and compliance.

	<ul style="list-style-type: none"> • Provide technical support and advice to schools and central staff on data usage, custom reports and system configuration. • Manage and deliver regular training and guidance for academy staff on data collection, protection, usage and reporting protocols. • Create KPI reports for different end users e.g. strategic, central, school specific etc. • Support the Trust in leveraging data for strategic decision making, analysing trends, and providing insights for school improvement and operational efficiency. • Support and develop a training package for key school data roles such as exams officers and data officers
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the Trust community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the Trust and supports its distinction mission. • Appreciate and support the role of other professionals. • Participate in training and performance development as required. • Any other duty as deemed appropriate to the post by the CFOO.

This job description may be amended at any time, following consultation between the CFOO and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The CFOO retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST

Person Specification – Risk and Data Manager

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Level 3 (or above) qualification in relevant area e.g. Business Administration	D	A
Experience and Knowledge		
Experience of analysing and interpreting complex data to inform decision-making	E	A/I/S
Experience of producing reports and presenting to senior stakeholders	E	A/I/S
Proven experience in risk management, audit or compliance	E	A/I/S
Experience within the education sector or a multi-academy trust	D	A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office) and enter data	E	I/S
Managing confidential data	E	A/I/S
Knowledge of data protection requirements	E	A/I/S
Familiar with the use of a Management Information System	E	A/I/S
Knowledge of education sector requirements (e.g. Ofsted, DfE returns, school census)	E	A/I/S
Understanding of business continuity and disaster recovery planning	E	A/I/S
Understanding of risk management principles and frameworks	E	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent analytical skills with strong attention to detail	E	A/I/S
Ability to interpret complex data and present clear, actionable insights	E	A/I/S
Advanced data analysis skills (e.g. Excel, Power BI, SQL or similar)	E	A/I/S
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	A/I/S
Effective working on own, and as part of a team	E	A/I
Ability to establish good relationships with both staff and students	E	A/I
Self-motivated and enthusiastic	E	A/I
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I
Able to confidently handle queries and challenges	E	A/I
Willingness and ability to reliably travel between Trust schools	E	A

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record