



## Person Specification Trust Data and MIS Officer

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C or above at GCSE or equivalent in both English and Mathematics.</li> <li>• Willingness to complete further training courses appropriate to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• A level 3 or above qualification in a relevant discipline such as computing, information management, mathematics, statistics etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in administration and reporting using database and spreadsheet sources.</li> <li>• Experience in IT systems.</li> <li>• Experience of working under pressure and to deadlines.</li> <li>• Experience of analysing data against Key Performance Indicators.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar role.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to communicate confidently and effectively with stakeholders at all levels.</li> <li>• The principles and practices of good data management.</li> <li>• Knowledge of the main principles of Spreadsheet design</li> <li>• Knowledge of Database design &amp; Management Information Systems (DBMS)</li> <li>• Strong problem-solving skills</li> <li>• High attention to detail.</li> <li>• Project management.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with programming languages.</li> <li>• Familiarity with database design, documentation and coding.</li> <li>• Previous experience with DBA case tools (frontend/backend).</li> <li>• Willingness to learn MS Power BI and other software packages as they arise.</li> </ul>
<b>Beliefs, Values and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Energy, enthusiasm and drive</li> <li>• Ability to work under pressure</li> <li>• Flexibility</li> <li>• Innovative</li> <li>• Attention to detail</li> <li>• Team player</li> <li>• Able to work with minimal supervision</li> <li>• Committed to providing the best for all students across Castleford Academy Trust.</li> </ul>	



**Job Description**  
**Trust Data and MIS Officer**

<b>RESPONSIBLE TO</b>	<b>Director of MIS, Data &amp; Timetabling</b>
-----------------------	--

**MAIN AREAS OF RESPONSIBILITY**

To be responsible for a range of pastoral and other data collation and analysis which will include (not exclusively):

**Local Data Reporting and Analysis**

- Working within the Trust Data Team and system leaders to provide comprehensive data-related services including updating information management systems, creating analytical reports and undertaking detailed results analysis/management reporting.
- Design & preparation of sustainable analytical systems for behaviour incident analysis and reporting.
- Creation of operational spreadsheets that use live fed MIS data to support leaders at all levels across all Trust academies.

**Global Data Reporting and Analysis**

- To assist the Trust Executive Leadership Team to establish, maintain and develop efficient and effective trust wide data analytical systems including (not exclusively):
  - National agencies e.g. DFE/ASP.
  - Advanced data analysis for various interested parties e.g. KS3 analysis, subgroup analysis, school effectiveness reporting.
  - Subject focussed tracking analysis (facilitating with systems set up).
  - To undertake 'ad-hoc' analysis/reporting as required, which may involve consultation with interested parties and using analytical thinking to resolve problems.
  - Maintenance of live fed data into the Trust KPI reporting and preparation of KPI reports for a variety of quality assurance processes.

**Operational Data Management**

- To assist the Director of MIS, Data & Timetabling with the MIS custom reporting system, with the aim of developing an understanding, which will allow for the deputising of various data systems in the case of staff absence.
- Preparation and coordination of school effectiveness reports for Primary and Secondary Academies.
- To support the Director of MIS, Data & Timetabling with administrative tasks relating to the maintenance of the current secondary academy timetables, and generation of the secondary timetables for the following school year.



- To support business managers, data managers and headteachers to organise data in the most efficient and effective way.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

### **MIS – Operational Activities**

- Develop understanding and expertise of the MIS to enable sustainable and effective use across the whole trust for the analysis and presentation of the key strategic data sets, thereby enabling leaders at all levels to take highly targeted action.
- Organisation, coordination and oversight of the Primary Academies Summative and Formative Assessment System that is hosted within the MIS.
- Creation and maintenance of custom reports within the MIS.
- Creation and maintenance of live fed data into school effectiveness reporting.

### **Power BI – Strategic Data Analysis**

- Develop understanding and expertise of Microsoft Power BI.
- Maintenance of live fed data into Power BI and to contribute to the design of new Power BI dashboards.

### **General Expectations**

- Contribute to the overall vision and values of the Academy/Trust.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school working environment which supports equal opportunities for all.
- Comply with health and safety policies and procedures at all times.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

### **Data Protection and Safeguarding**

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

### **Health and Safety**

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.



- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

### **Continuing Professional Development**

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Candidates must also be willing to undertake any other responsibilities requested by the Trust Executive Team.