



EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

A great place to work

Candidate Pack

Data and Performance Lead





Welcome to Bright Futures

Bright Futures Educational Trust is a pioneering multi-academy trust, established in 2011 and one of the earliest trusts in the country. We have grown with purpose, working where we can make the greatest difference to children, families and communities.

Today, the Trust comprises 11 diverse academies across Greater Manchester and Blackpool, including mainstream primary and secondary schools and specialist provision. Our schools serve richly varied communities, and many have faced significant challenges. We operate with a strong sense of civic and system leadership, deliberately working in areas where our expertise can make the greatest difference. We believe our responsibility extends beyond our own academies to the wider education system.

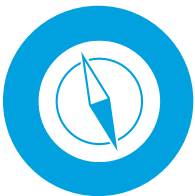
Our aspirational vision – the best for everyone, the best from everyone – underpins all that we do. We are guided by our core values of Leadership, Integrity, Passion, Community, Equality and Resilience. In everything we do, we remain accountable to the children, families and communities we serve.

Bright Futures is proudly outward-facing and deeply connected at local, regional and national levels. Collaboration and partnership are central to our identity, and our central infrastructure enables us to contribute meaningfully to wider sector improvement.

A key part of this infrastructure is the Bright Futures Professional Development Institute (PDI), which extends our reach beyond our schools and supports high-quality professional learning and workforce development across the region. The PDI brings together Bright Futures Teaching School Hubs (Trafford & Stockport; Manchester & Salford), North West One Maths Hub, Bright Futures SCITT, Bright Futures Training, Bright Futures SEND Outreach and the North West Early Years Stronger Practice Hub.

Our Values

Leadership



Integrity



Passion



Community



Equality



Resilience



Our Commitments



Children at the heart of decision making



Collaboration and strong relationships



Professional support, challenge and learning



Champion social justice and equity for all



Strong Governance & accountability



Ensuring efficiency & best use of resources for impact



Bright Futures

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Job Description

Reporting to	Director of Education
Salary	Grade 8 (£41,771 - £46,142)
Location	The Hub / Hybrid / Schools
Contract	Permanent
Start Date	1 st September 2026

Purpose of the Role

The Data and Performance Lead takes leadership responsibility for creating the conditions that enable Bright Futures Educational Trust and its academies to gather, retrieve, interrogate and present a range of data in an effective and efficient manner. The postholder will be responsible for the day-to-day operation of the Trust's data and information management systems, ensuring all data, assessment and curriculum information is accurate, up to date and supports school improvement across the Trust.

This is a central, Trust-wide role that requires both strategic oversight and hands-on operational delivery. The postholder will work collaboratively across all academies, providing expert data support to leaders, teachers and support staff, and will play a key role in driving evidence-informed decision making at all levels of the organisation.

The Data and Performance Lead will lead the strategic development, optimisation, and standardisation of data systems across the Trust, with particular responsibility for maximising the value of the Trust's Management Information System as a single, consistent source of truth.

The role will drive alignment of data definitions, reporting processes, and assessment approaches across academies, reducing duplication and ensuring consistency, accuracy and efficiency in how data is collected, analysed and used.

Key Accountabilities

Data Systems and Management Information

- Act as the first point of contact and subject matter expert for leaders and staff across all Trust academies in relation to data management and processing.
- Take responsibility for the Trust's academy Management Information Systems (MIS) – including platforms such as Bromcom, and equivalent systems – ensuring the integrity, accuracy and completeness of all data held within them.
- Design, develop and implement robust data systems and processes to streamline reporting and analysis across the Trust, removing duplication in workload where opportunities are identified.
- Manage and develop academic, behavioural and reporting databases, spreadsheets and equivalent systems in collaboration with relevant Trust colleagues.
- Provide expertise in all aspects of commonly used data handling systems, including but not limited to SISRA, FFT Aspire, Class Charts and DFE VYED.
- Oversee strategic and operational data analysis systems to support accurate, in-depth analysis of individual teacher, subject and curriculum performance at Trust and academy level.
- Continuously optimise and enhance existing systems for improved efficiency and functionality, keeping up to date with developments in data management systems in use across the Trust and the wider sector.
- Produce and implement data quality improvement plans, ensuring data is fit for purpose and that clear processes are in place to maintain quality standards.
- Ensure that managers are aware of any concerns regarding the validity or accuracy of data, escalating as appropriate.
- Ensure the Trust and its academies are receiving best value from their data management systems.
- Lead the Trust-wide optimisation of the MIS, developing and delivering a clear roadmap for configuration, usage, and system development that ensures consistent practice across all academies.
- Work with Trust Leaders to standardise the use of MIS modules (e.g. attendance, behaviour, assessment) to maximise functionality and minimise duplication with other systems.

Data Analysis and Reporting

- Manage the flow of relevant pupil and student data between Trust academies and all external agencies.
- Conduct data analysis to extract valuable insights, trends and patterns, producing data-driven recommendations to support decision-making by senior leaders.
- Produce pupil and student progress and assessment reports for a wide range of audiences including Senior Leadership Teams, governors, parents/carers, local authorities, DfE and Ofsted.
- Co-ordinate and present the performance data of the Trust and its academies to Trust Leaders and other relevant audiences for the purpose of evaluating organisational performance.
- Prepare detailed analysis and reports on the outcomes of external examinations and assessments, including KS1 and KS2 SATs and GCSE/A Level results, across all Trust academies.
- Liaise with the School Improvement Team and Academy Leaders to ensure Trust processes are adhered to and that all pupils are tracked and monitored against a range of outcomes.
- Import data and provide detailed interrogation, report generation and analysis to support the Senior Leadership Teams in the delivery of the academy and Trust Assessment Calendar.
- Advise Principals and Senior Leadership Teams on reporting to outside agencies, governors, and in relation to target setting and detailed analysis of Trust and academy data.
- Ensure the MIS is fully utilised as the primary data source for Trust reporting and analysis, reducing reliance on parallel or manual processes wherever possible.

- Lead the development and continuous improvement of Trust-wide performance scorecards and dashboards, providing leaders with clear, actionable insights into organisational performance.
- Work collaboratively with senior leaders across Education, HR, Finance, Operations and Governance to identify, define and monitor key performance indicators (KPIs) aligned to the Trust's strategic priorities and improvement plans.
- Establish and maintain a framework for performance reporting, ensuring data is meaningful, reliable and presented in a way that supports evidence-informed decision-making and accountability at Trust, academy and departmental level.
- Produce integrated performance reports that bring together data from multiple functions, enabling leaders to identify trends, risks, opportunities and areas requiring intervention.
- Provide expert advice on the interpretation and use of performance information, supporting leaders to translate data insights into measurable improvement actions.

Automation and Business Intelligence

- Design, develop and maintain dynamic and interactive reports using Microsoft Excel and Power BI, ensuring these tools provide accessible and timely management information.
- Automate data collection, transformation and loading processes to ensure timely and accurate reporting to key stakeholders.
- Undertake routine maintenance and development of the Trust's Power BI dashboards, ensuring they remain current and fit for purpose.
- Troubleshoot and resolve issues related to data automation processes, escalating to third party providers where appropriate.
- Document systems, processes and data workflows for future reference and knowledge sharing.

Statutory Returns and Examinations

- Coordinate and provide escalated support for all statutory data returns, including school census submissions to the DfE (three times per year), liaising with relevant academy staff including SENCOs and Attendance Officers.
- Ensure that all data collection and data returns required by external agencies — including the DfE and local authority — are submitted accurately and within the expected timeframes, in conjunction with relevant management.
- Provide operational data and examination support to academies within the Trust as required, including support for external assessments and public examinations.
- Ensure that fail-safe processes are consistently applied across all academies to ensure the appropriate management of data relating to external examinations and assessments.

Training, Support and Line Management

- Provide training and support to staff across the Trust — including teachers and academy leaders — to ensure they possess the skills and understanding to fully utilise data management systems and data handling tools.
- Support and train colleagues on data input, processing, analysis and the use of specific systems within agreed deadlines.
- Conduct training sessions for end-users to ensure the effective use of developed systems and reports.
- Where applicable, line manage Trust Data Assistants or other data colleagues deployed to academy sites, holding regular meetings, completing annual appraisals, allocating work and identifying training needs.
- Ensure data colleagues deployed to academy sites are well supported, knowledgeable and kept up to date with central changes and procedures.

Data Protection and Governance

- Support, and deputise for, the Trust's Data Protection Officer (DPO) to ensure that legislation and best practice is complied with by all Trust academies in relation to GDPR and wider data protection law.
- Support the Trust's DPO and Academy Data Protection Leads in dealing with Subject Access Requests (SARs) and Freedom of Information Act (FOIA) requests.
- Take responsibility for the safe storage and confidentiality of all student and pupil information held within data management systems.
- Ensure all staff involved in data handling are aware of their data protection obligations and the Trust's relevant policies.

Additional Requirements

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or able to demonstrate equivalent level of knowledge and skills relevant to the role • Substantial knowledge of GDPR and data protection legislation 	<ul style="list-style-type: none"> • Degree or qualification in data, IT, computing or a related field • Data or IT application certifications relevant to the role (e.g. MS Office, Power BI) • Relevant professional development in MIS or school data management
Experience	<ul style="list-style-type: none"> • Considerable experience of school or academy Management Information Systems (e.g. Bromcom or equivalent) • Experience of advanced analytical use of Microsoft Excel including formulas, pivot tables and data modelling • Experience of producing reports and data analysis for a range of audiences including senior leaders • Experience of managing or coordinating statutory data returns, including DfE school census • Experience of training and supporting colleagues in the use of data systems 	<ul style="list-style-type: none"> • Hands-on experience of Bromcom MIS • Experience of Power BI dashboard development and maintenance • Experience of Power Query and data transformation processes • Experience of timetabling software in a secondary setting • Experience of managing a small team • Experience working in a multi-academy trust central team • Experience of supporting examinations data management • Experience of leading MIS optimisation or system transformation • Experience of standardising processes across multiple sites • Experience in a MAT/Education environment
Knowledge	<ul style="list-style-type: none"> • Thorough understanding of statutory requirements in relation to data protection and GDPR • Knowledge of the statutory data reporting landscape for schools and academies including DfE census requirements • Ability to interrogate, analyse and present complex data to a range of audiences • Considerable knowledge of common school MIS and data handling systems • Understanding of safeguarding duties and commitment to promoting welfare of children and young people • Strong working knowledge of Microsoft 365 applications, including Excel, Power BI, SharePoint, Teams and Power Automate, with the ability to utilise these tools to improve collaboration, reporting, automation and data management across a Trust 	<ul style="list-style-type: none"> • Knowledge of curriculum and timetabling planning processes in secondary settings • Knowledge of assessment frameworks across primary and secondary phases (KS1, KS2, GCSE, A Level) • Familiarity with tools such as SISRA, FFT Aspire and Class Charts • Understanding of performance management methodologies, KPI development and the use of data to support strategic planning, organisational improvement and accountability

Additional Requirements

Competency	Essential	Desirable
<p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Excellent time management and problem-solving skills with the ability to prioritise effectively • Ability to design and implement robust systems to streamline reporting and analysis • Highly developed interpersonal and communication skills, including the ability to communicate complex information clearly to non-specialists • Excellent keyboard and technical skills with high attention to detail • Ability to work on own initiative as well as part of a team • Ability to develop and deliver training for a range of audiences including teaching staff • Ability to analyse and interpret varied and complex information to produce solutions 	<ul style="list-style-type: none"> • Ability to confidently liaise with third-party software providers on configuration of key data systems • Ability to present at full staff meetings or briefings • Experience of automating data processes to improve efficiency
<p>Personal Qualities and Commitment</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the health, safety and welfare of young people • A belief that every child can benefit from, and has entitlement to, high quality education • Personal commitment to lifelong learning and continuous professional development • Commitment to high standards, best value and continuous improvement • Ability to be reflective and self-critical • A positive and collaborative approach to working with colleagues across multiple sites • Emotional resilience and ability to manage competing priorities under pressure 	<ul style="list-style-type: none"> • An interest in educational issues and school improvement • Experience of or enthusiasm for working alongside teachers and young people in a school environment

Additional Requirements

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to:

- Enhanced DBS check with barred list check
- Satisfactory references
- Verification of right to work in the UK
- Verification of qualifications
- Completion of pre-employment health screening
- Understanding of and commitment to promoting and safeguarding the welfare of children and young people

General Requirements

- Must not be disqualified by law from holding company directorships
- Willingness to work flexibly including attendance at evening and weekend events, as required
- Ability to travel between Trust locations, as required
- Commitment to the Trust's vision, values, and ethos
- Commitment to equality of opportunity and inclusive practice

Flexibility and Development

The needs and requirements of the Data and Performance Lead role are expected to evolve as the Trust develops. This job description provides an outline of current priorities, but the postholder will be required to undertake other duties and responsibilities as appropriate to the role and as determined by the Board of Directors/Trustees.

All duties and responsibilities must be carried out with due regard to the Trust's Health and Safety Policy, Equal Opportunities Policy, Data Protection requirements, and all other relevant Trust policies and procedures.