



**BISHOP HOGARTH**  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**

**HEAD OF QUALITY  
ASSURANCE SYSTEMS**

*Christ at the Centre, Children at the Heart*



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DIOCESE OF **Hexham & Newcastle**

# JOB DESCRIPTION

**Post Title:** Head of Quality Assurance Systems

**Grade:** SCP 47-53

**Responsible to:** Deputy CEO

**Job Purpose:** To drive organisational improvement and future planning through the strategic leadership, oversight and delivery of data and information systems and through the application of relevant and modern analysis tools. To ensure that information across all functions is accurate, secure, integrated and accessible.

**Please note that successful applicants will be required to comply with all Trust policies.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# JOB DESCRIPTION

**The Post holder working to this job description may undertake any of the following main duties and responsibilities.**

- To develop a range of real time dashboards that show key performance indicators for the Trust to help inform the work of the Executive Leadership Team and the Board of Directors.
- To lead the development of data capture and recording systems across the Trust so that data is up to date, accurate, accessible and well presented for a range of stakeholders, including future trend analysis and predictive modelling systems.
- To design, manage and maintain bespoke interfaces with multiple school MIS across the Trust in order to provide real-time links to a central data warehouse. To support complex analysis of this data that allows leaders, teachers and other professionals to:
  - track pupil progress and target intervention at a range of levels across various areas with a particular focus on educational attainment and attendance
  - gain assurance in respect of statutory compliance with financial, governance and employment and estate related functions
  - provide strategic context for negotiations with external stakeholders
  - tailor finance and procurement strategies accordingly
  - other areas as agreed with the Executive Leadership Team
- To ensure that all data is secure and appropriate disaster recovery procedures are adopted.
- To drive automation of routine processes (e.g returns, scheduled reporting).
- To work with Trust senior leaders to automate aspects of information analysis to reduce workload by automating the production of key information, e.g. pupil progress reports, LA and DfE returns.
- To respond on a priority needs basis to requests and produce data platform analysis tools for key stakeholders.
- To manage staff as required in a team.
- To ensure that data capture and recording systems are GDPR compliant and to work with GDPR school-based leads as appropriate.

# JOB DESCRIPTION

- To undertake data audits and stakeholder surveys and present findings and recommendations to inform strategic planning.
- To lead training on the effective use of systems, dashboards and reporting tools.
- Promote consistent practices for systems use and information handling.
- Support staff in understanding processes and standards.
- Collaborate with the colleagues to ensure systems meet operational needs.
- Collaborate and build relationships with external stakeholders, software and system providers to make the best use of technologies available.
- Successfully manage the partnerships and relationships, which underpin the effective operation of data and information systems both internally and externally.
- Support the completion of statistical returns required by key organisations as required (e.g., DfE, ESFA, Ofsted).
- Maintain up to date knowledge and CPD in line with national changes as appropriate to the role.
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Contribute to the overall aims and ethos of the Bishop Hogarth Catholic Education Trust and establish constructive relationships with the Trust's academies and other agencies as appropriate to the role.

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the BHCET may determine.**



# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
<b>QUALIFICATIONS &amp; EDUCATION</b>	E1	Undergraduate degree in Data Management & Analysis, Data Science or Statistics or equivalent relevant qualification	AF/C
	E2	Excellent Microsoft Power BI/Excel skills	AF/C
<b>EXPERIENCE &amp; KNOWLEDGE</b>	E3	Experience managing data	AF/R/I
	E4	Experience of leading teams in data management and reporting	AF/R/I
	E5	Experience in developing bespoke analysis of data sets	AF/R/I
	E6	Experience in interpreting and analysing data for stakeholders	AF/R/I
	E7	Full working knowledge of relevant policies, codes of practice and legislation regarding data protection	AF/R/I
<b>SKILLS</b>	E8	Understanding of database structures and ability to manipulate large datasets	AF/R/I
	E9	Ability to manipulate and present data within software applications using a range of programming languages	AF/R/I
	E10	Ability to self-evaluate learning needs and actively seek learning opportunities	AF/R/I
	E11	First rate ICT skills	AF
	E12	Ability to record information in an accurate, logical and systematic manner	AF/R/I
	E13	Ability to communicate well both orally and in writing to a wide range of audiences	AF/R/I
	E14	Ability to maintain accurate and auditable records	AF/R/I
	E15	A can do and positive attitude with the ability to organise personal time and work to deadlines	AF/R/I
<b>PERSONAL ATTRIBUTES</b>	E16	Participate in development and training opportunities	AF/R/I
	E17	Integrity, impartial and the ability to maintain confidentiality	I

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
<b>SPECIAL REQUIREMENTS</b>	E18	Able to work at on occasion at unsociable times outside of core office hours	AF/I
	E19	Willingness to attend appropriate training and development	AF/I
	E20	Ability to travel to meetings	AF/I
	E21	Suitability to work with children	D
	E22	Commitment to the Catholic ethos and aims of the Academy Trust	AF/I

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
<b>EXPERIENCE &amp; KNOWLEDGE</b>	D1	Experience of working in education	AF/I
	D2	Experience of taking a strategic lead in data management projects	AF/I
	D3	Working knowledge of school MIS and accountability systems for both primary, secondary schools and MATs	AF/I

### Key – Stage identified

<b>AF</b>	Application Form
<b>C</b>	Certificates
<b>D</b>	Disclosure and Barring Check
<b>I</b>	Interview
<b>R</b>	References



BISHOP HOGARTH

*We are*  
**BISHOP HOGARTH**  
**Catholic Education Trust**

*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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