



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Trust Data, Exams & MIS Manager

COCKBURN SCHOOL

Specialist status in the Performing Arts



Learning for Life

COCKBURN
JOHN CHARLES ACADEMY



Learning for Life

COCKBURN
LAURENCE CALVERT ACADEMY



Learning for Life



COCKBURN
INGRAM ROAD ACADEMY



Learning for Life

FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



Learning for Life

 **MINDFUL
EMPLOYER**



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recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – Trust Data, Exams & MIS Manager

Post:	Trust Data, Exams & MIS Manager
Required:	April 2026
Pay scale and salary:	PO5, SCP 38-41 (£49,282 - £52,413 per annum FTE)
Contract Type:	Permanent, all year round
Hours of work:	Full Time, 37 hours per week

Accountable to: Chief Operating Officer

Purpose of Role:

- To develop and deliver a Trust wide data and MIS strategy to include multi-level Trust wide reporting.
- To implement and develop effective management information systems throughout the Trust to deliver the data and intelligence strategy
- To review the effective use of data across the trust and propose/implement changes as appropriate.
- To reports on key performance indicators for the Trust
- To oversee and develop the central data and examinations team, driving standardisation to improve efficiency, building a high-performing, adaptable team that evolves with organisational needs, and delivering enhanced value to support the trust's strategic goals.

Responsibilities and Accountabilities

The post holder will:

1. Identify the information requirements of the Trust through communication with the Chief Executive Officer and Senior Leaders.
2. Lead the development and maintenance of the trust wide student MIS system ensuring the following data and information requirements can be delivered in an efficient and timely manner including:
 - Dashboard reporting combining data from Trust information systems (Finance, HR etc)
 - Attendance management and reporting
 - Target setting and assessment data from previous schools
 - Assessment tracking and reporting at individual
 - Behaviour management and reporting

- Effective communication between academies and parents/carers
 - Timetabling and resource management
 - On-line payments
3. Lead the implementation and development of the Trust data portal combining data across the Trust student records systems to serve the information requirements of:
 - Trustees and Academy Performance and Review Boards
 - CEO and Central Team, Headteachers/Heads of School
 - Senior Leaders
 - Other staff as identified through the strategy
 4. Ensure staff at all levels are trained in all aspects of the student MIS and reporting portal to effectively carry out their roles including the production of guides and procedures as appropriate.
 5. To ensure the operation of the student MIS system is UK GDPR compliant and a record management strategy is identified and implemented.
 6. To ensure high levels of the integrity, accuracy and timeliness of student data across the Trust.
 7. To liaise with the ICT Network & Services Manager to ensure the data and MIS strategy is accommodated within the Trust ICT Strategy.
 8. To be accountable for the database administration for the Student MIS ensuring appropriate user groups and rights are identified and managed effectively.
 9. Manage and lead the central data and examinations team to ensure standardised approaches and improve consistency across the trust, fostering collaboration and alignment with organisational objectives.
 10. To provide strategic oversight and leadership for the administration of examinations across the trust, ensuring compliance with regulations, effective coordination between academies, and the consistent application of best practices by examination staff.

Responsibilities for Resources

- Ensure that best value is achieved from commercial arrangements with suppliers
- Ensure that efficient and streamlined data collection processes and reporting is in place throughout the Trust.

Responsibilities for People

- Data Teams across the Trust including performance management
- To ensure a cohesive and effective service delivery across all academies within resources available

General Duties

- Ensure that you understand and comply with the Trust's Policies and Procedures that are in place
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.

Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality, and data protection
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Appreciate and support the role of other professionals
- Work effectively as part of team
- Have a willingness to learn new skills
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Be proactive in seeking appropriate advice and guidance where required
- Flexible and willing to work between different sites as required

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Other reasonable duties commensurate with the grade of the post as directed by the Executive Leadership Team.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
A degree or equivalent qualification in a relevant discipline such as computing, information management, mathematics, statistics etc or equivalent in working experience in leading an organisations Data strategy	*		A/Q
Good literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English Language and Mathematics	*		A/Q
Willingness to complete further accreditations/qualifications appropriate to the post	*		A/Q
Evidence of professional development in a relevant discipline/skill area to the post	*		A
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
High levels of technical skills developed through programming, information analysis or information system development	*		A/Q/R/S
A knowledge of leadership and management structures and how they interact with MIS and data reporting	*		A/R/S
Ability to apply creativity and innovation when developing reporting strategies	*		A/R/S
Ability to present information in a clear and concise and accurate way	*		A/R/S
Skills to develop and maintain an information portal for example Business Intelligence reports	*		A/R/S
Advanced Excel skills at the level to use an Excel add in to incorporate Excel as a	*		A/R/S

tool for information analysis and dissemination			
Ability to communicate effectively with a range of staff who may not be familiar with the performance indicators and data within the strategy	*		A/R/S
Ability to apply a solution-based approach	*		A/R/S
An understanding of the principles and characteristics of effective academies		*	A/R/S
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Experience of the development and implementing a data & MIS strategy within a complex organisation	*		A/R/S
Experience of producing data within an educational organisation		*	A/R/S
Experience of deploying measures to ensure data is of high integrity	*		A/R/S
Experience of implementing a MIS/information system or new module within a complex organisation	*		A/R/S
Experience of analysing educational performance data to highlight trends and comparisons with national and local benchmarks		*	A/R/S
Experience of working in a fast paced environment and providing the flexibility to deliver to demanding deadlines	*		A/R/S
Experience of successfully leading a team	*		A/R/S
<u>LEADERSHIP & MANAGEMENT</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Direct and co-ordinate the work of others	*		A/R/S
Set high standards and provide a role model for students and staff and take responsibility for own and others professional development	*		A/R/S
Liaise effectively with other organisations and agencies	*		A/R/S
Develop, maintain and use an effective network of contacts, seeking advice and support when necessary	*		A/R/S
Motivate all those involved in the delivery team	*		A/R/S
Deal sensitively with people and resolve conflicts	*		A/R/S

PERSONAL QUALITIES	Essential	Desirable	MOA
A passion for education and making a difference	*		A/R/S
Excellent communicator	*		A/R/S
Effective team member and leader	*		A/R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		A/S
A flexible approach to work to meet the demands of a multi-academy trust	*		A/R/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

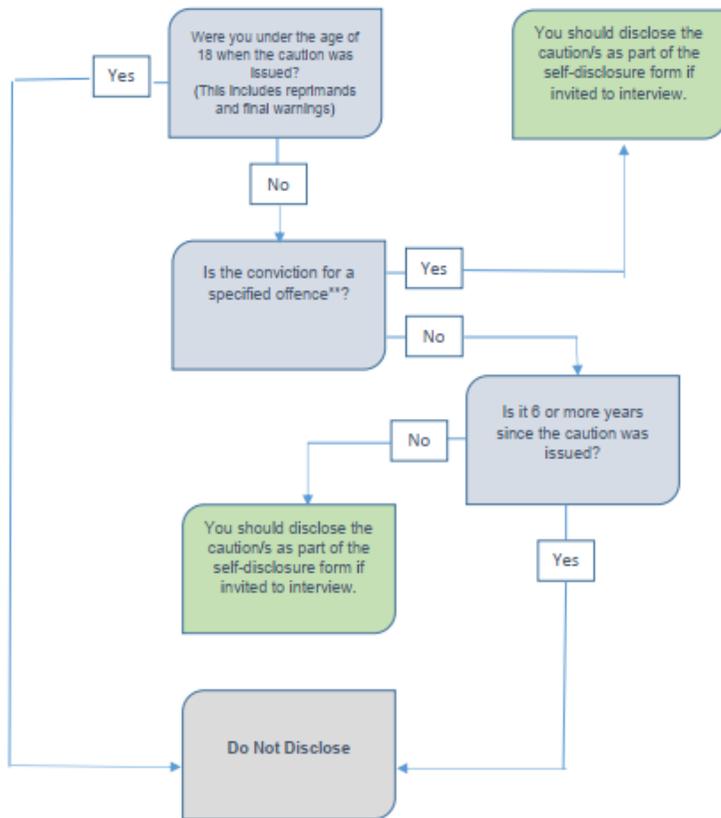
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

