**JOB DESCRIPTION**

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| **Post title:** | **Trust Data Manager** |
| **Academy:** | **LST Central Office** |
| **Reporting to:** | **Head of Data, Systems and Specialised Projects** |
| **Salary/Pay range:** | **NJC SCP 30-34 (£38,223 - £42,403 per annum)** |
| **Hours of work:** | **37 hours per week** |

## Purpose of Job

To take leadership responsibility for the creation of conditions that enable the Trust and its academies to gather, retrieve, interrogate and present a range of data in an effective and efficient manner.

## Main Duties and Responsibilities

- To be the first point of contact and support for leaders across all Laidlaw Schools Trust academies in relation to data management and processing.
- To provide Trust wide expertise in all aspects of commonly used Management Information Systems (for example SIMS .net) and other core data handling systems (such as SISRA, FFT Aspire, Class Charts).
- To liaise with the School Improvement Team and Academy Leaders to ensure Trust processes are adhered to and that all pupils are tracked and monitored in relation to a range of pupil outcomes.
- To provide training and support as required to ensure that staff employed at Trust/academies possess the skill and understanding to fully utilise the information management systems and data handling systems at their disposal.
- To co-ordinate the performance data of Laidlaw Schools Trust and its Academies to Trust Leaders and other audiences for the purpose of evaluating our performance.
- To coordinate and provide escalated support for statutory returns, including those to DfE at census points.
- To provide operational data and examination support to schools within the Trust, as required.
- Ensure that fail safe processes are consistently applied to all academies to ensure the appropriate management of data management relating to external examinations/assessments.
- Support, and deputise for, the Trust's Data Protection Officer to ensure that legislation and best practice is complied with by all Trust academies in relation to GDPR.
- Support the Trust's DPO and Academy Data Protection Leads in dealing with Subject Access Requests and Freedom of Information Act Requests.

## Job Role

Ensure that the Trust and academy's data management systems operate effectively by: -

- Designing, developing and implementing robust systems to streamline reporting and analysis.
- Collaborating with academies and other teams within the Trust to under requirements and ensure the development of effective solutions.
- Continuously optimise and enhance existing systems for improved efficiency and functionality.

- Automating data collection, transformation and loading processes to ensure timely and accurate reporting to key stakeholders.
- Troubleshooting and resolving issues related to data automation processes.
- Developing and maintaining dynamic and interactive reports, using Microsoft Excel and Power BI.
- Conducting data analysis to extract valuable insights and trends.
- Providing data-driven recommendations to support decision-making
- Producing data reports for a wide range of audiences including DfE;
- Supporting and training colleagues, including teachers, to input and process and analyse data within specific deadlines.
- Document systems, processes, and data workflows for future reference and knowledge sharing.
- Conducting training sessions for end-users to ensure the effective use of developed systems and reports.
- Preparing analysis and reports of the outcomes of external examinations and assessments including KS1 and KS2 SATs and GCSE/A Level results (in August) across the Trust.
- Keeping up to date with developments in data management systems that the academy uses and with others that may be of interest.
- Ensuring that managers are aware of any concerns regarding the validity or accuracy of data.
- Routine maintenance and development of the Trust's Power BI dashboards.
- Ensuring that all data collection and data returns, required by external agencies including the DfE, are submitted accurately within the expected timeframes in conjunction with relevant management.
- Ensuring the Trust and academies are receiving best value from their data management systems.
- Producing and implementing data quality improvement plans, ensuring data is fit for purpose and that there are processes to maintain quality.
- Providing operational support to academies, as required, to add capacity to deal with emerging issues that are within the postholders skillset.
- Fulfil any other duties as may reasonably be requested by the Head of Data & Systems, CEO or Trust management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

## Health & Safety
- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner.  Actively provide information to any emergency service when requested to do so

## Safeguarding
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required