



## Data Manager – St Ralph Sherwin CMAT

<b>Reporting to:</b>	Senior Director of Performance and Standards
<b>Liaising with:</b>	Trust Senior Leadership Team (SLT), Head Teachers, other colleagues, Trustees, Governors and suppliers
<b>Grade/Salary:</b>	Band SI, SCP 41 to 45
<b>Hours of work:</b>	37 hours per week (additional hours may be required to meet the requirements of the role)

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### Core Purpose:

- To lead the development of the approach to education data and systems across the Trust so that it provides timely and accurate information to help raise standards.
- To work closely with Directors of Performance and Standards, academy staff and other stakeholders in the collection and analysis of data to drive improved outcomes and standards across the CMAT.
- To provide meaningful statistical analysis to the CMAT and benchmarking this data against similar Academies/Trusts.
- To provide technical direction, advice and leadership for data related services.

### Specific areas of responsibility and key tasks:

#### Data Management

- *Prepare, analyse and report outcomes of external examinations across phase, Trust wide to Senior Leaders and Trust Board*
- *To work with academies to ensure readiness for OFSTED inspection by supporting staff to produce appropriate data reports and analytical information*
- *To provide face to face, telephone and email support with MIS data systems to academy staff, developing their understanding of data systems*
- *To support and manage the academy's commitments for the reporting of data to the DfE and other agencies making sure that our commitments are met and that data transferred is accurate and reliable*
- *Benchmarking academy and CMAT data against national data, analysing and presenting key findings to Senior Leaders and Trust Board*

- To work with others in developing mechanisms to enable the Trust to interrogate and retrieve education data from the numerous information systems within academies, the Trust and DfE
- To keep informed and abreast of developments in education data management and performance management
- To lead the development of education data systems across the Trust so that data is up to date, accurate, accessible and well presented for a range of users
- To lead on the development of Trust wide data assessment, recording and reporting methods and timelines, communicating this with academies

### **Strategic Management and Development**

- To provide meaningful statistical analysis of academy and CMAT data, benchmarking this against similar Academies, MATS and national outcomes
- Analysing data collected to support and inform Trust Improvement Plan, Risk Register and other reporting requirements
- Developing and providing training to stakeholders, including senior leaders, governors and support staff to ensure they are able to use data effectively, so as to inform their teaching and learning to improve standards and outcomes
- Collect data from disparate sources, Trust wide, ensuring its accuracy and reliability, challenging the validity of data provided where appropriate
- Build effective working relationships with schools to enable school leaders to develop the use of data as an analytical tool to drive improvements in teaching and learning
- To produce regular and ad hoc reports about academy performance and present these at Executive Team, Sub Committee and Trust Board meetings
- To gather, analyse, evaluate and present different types of education data and information from various sources and in a variety of formats across the Trust
- Formulating and developing policies and procedures as and when required
- Leading Trust wide projects as required, managing project teams to ensure successful outcomes against objectives and milestones
- This postholder may have line management responsibility, as the roles develops.

### **Additional Duties**

- To attend meetings as required at different locations throughout the Trust. There is a requirement for the successful candidate will be able to travel between the central office and schools by car
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding
- Any other duties required to ensure the positive outcomes for our pupils

*The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*



# St Ralph Sherwin Catholic Multi Academy Trust Person Specification

## Trust Data Manager

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification or significant relevant experience	Y	
National Data Managers' Award (or equivalent) or significant relevant experience		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Proven experience of working in a Data Manager role, with a strong track record of supporting Senior Leaders improve quality	Y	
Previous experience of working/providing support in a data management function in an educational setting	Y	
Proven experience of working/providing support in data management cross phase within a Multi Academy Trust		Y
Experience of leading and managing effective, cross functional project teams		Y
Experience of working on the provision of high quality data management and analysis	Y	
Experience in formulating and implementing policies and procedures		Y
Experience of developing and using management information systems	Y	
Experience of using SIMS, Integris or FFT Aspire or similar MI systems	Y	
Experience of analysing complex data sets	Y	
Experience of writing reports and presentation of complex data to senior managers		Y
Experience of working across organisations bringing together disparate data sets to provide insightful information		Y

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Expert working knowledge of education data collection and management procedures	Y	
Knowledge of national education data reports and systems e.g. FFT, ASP	Y	
Knowledge of Ofsted, DfE and academy legislation	Y	
Evidence of continual professional development	Y	
Ability to manage a varied and complex workload as well as delivering to timescale	Y	

Ability to explain and present data in a user friendly manner to a variety to stakeholders	<b>Y</b>	
Ability to work strategically, including the ability to challenge in a constructive manner	<b>Y</b>	
Strong ICT skills	<b>Y</b>	
Excellent interpersonal skills, with the ability to deal with people at all levels in the presentation of ideas, recommendations, business cases and analytical reports	<b>Y</b>	
Excellent verbal and written communication skills	<b>Y</b>	
Excellent planning, organisation and negotiation skills	<b>Y</b>	

<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	<b>Y</b>	
Ability to command credibility and respect	<b>Y</b>	
Emotional resilience	<b>Y</b>	
Ability to self-evaluate and reflect	<b>Y</b>	
Able to adapt to changing circumstances and new ideas	<b>Y</b>	
Attention to detail	<b>Y</b>	
Can-do attitude and solution focused approach	<b>Y</b>	
Ability to be respectful and promote equality of opportunity and diversity	<b>Y</b>	

<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	<b>Y</b>	

<b>F General</b>	<b>Essential</b>	<b>Desirable</b>
Full driving licence and access to a vehicle that is insured for business purposes	<b>Y</b>	