



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Trust Data Officer

Pay Scale: NJC 12 - 17

Location: Mercia Marina, Willington

Line Manager: Trust Data Manager

Job purpose:

To assist in the maintenance and development of Trust data systems, provide timely and accurate data analysis to various stakeholders and to support the academies with the general use of SIMS and its add-ons.

Duties and Responsibilities:

- To support the Trust Data Manager in maintaining the Trusts data systems and reporting tools.
- To work closely with the IT Services department to support and maintain effective IT and data collection systems.
- To support the production and management of all data reports for academies within the Trust.
- To maintain the integrity of all student data across the trust.
- To act as the point of contact for help and support with the day to day running of SIMS and Trust data systems including (but not limited to) Examinations Organiser, Go4Schools, DCPro, ARES and HR IS etc.
- To provide new starter training and upskilling sessions on SIMs.
- To support the accurate production and submissions of statutory census returns including the work force census and academy census.
- To support academies with in-year transfers and admissions reporting where required.
- To analyse assessment data, finding and support the preparation of reports.
- Where appropriate to train and provide support to teachers on analysing data to improve teaching and learning.
- To support preparation of spreadsheets in Excel format to inform curriculum decisions and preparation of internal data publications.
- Liaise with external agencies and ensure that necessary statistical returns are made accurately and in compliance with deadlines.
- To work tight deadlines set by the Trust, academies and the DfE for various data collections and reporting periods.

Resource Management:

No line management or budget responsibility.

Influencing and Managing Relationships:

- Deals regularly with the central team and schools across the Trust, including Business Managers, Head Teachers, Heads of Department, Office Managers and School Data Officers.
- Liaises effectively and professionally with external stakeholders as needed.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Trust Data Officer Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths additional professional qualification/training related to this role or to significant relevant experience 	E	D
Skills and knowledge	<ul style="list-style-type: none"> knowledge of MIS systems such as SIMS, Facility, Integris and/or Bromcom knowledge and understanding of relevant data analysis and reporting requirements for schools and academy's high level of oral and written communication skills able to work as part of a team and contribute towards its success able to use all MS Office programs particularly Excel and be familiar with other bespoke databases able to work to tight deadlines, managing and prioritising time effectively self-starter, with and ability to work independently & use own initiative to overcome obstacles 	E E E E E E	D
Experience	<ul style="list-style-type: none"> experience of maintaining MIS systems for reporting to management and/or other stakeholders working in an environment where experiences include taking initiative and self-motivation previous experience in a similar role experience of working in a school or academy trust environment 	E E	D D
Personal Attributes	<ul style="list-style-type: none"> have an openness to learning and change have a positive attitude to personal development and training be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> this role is subject to an enhanced DBS 	E	