



GREAT SCHOOLS TRUST

JOB DESCRIPTION

Job Title:	Trust Data & MIS Officer		
Reports to:	Head of Insight	Grade:	GST Band 4
	The post holder will also work closely with the Trust's Chief Strategic Officer and the CEO, and collaborate weekly with Principals/SLTs of schools in each region to align and implement systems for data input, analysis and reporting. Whilst a home based role, the ability to travel to any trust as required academy is essential.	Term:	Term time + 2 weeks
Additional:	As assigned		

This appointment is with the Great Schools Trust (GST) as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'GST Contract'

Application packs are available on the Trust website at www.greatschoolstrust.org and completed application forms should be forwarded to admin@greatschoolstrust.com or by post to Great Schools Trust HQ, King's Leadership Academy Warrington, Hillock Lane, Warrington, WA1 4PF.

Closing Date for applications is: Friday 11th December 2020
Interviews will take place: Week of 14th December 2020

This post is subject to an Enhanced DBS Check.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust is an equal opportunities employer.





Background

The Great Schools Trust was formed in 2015. It is now home to 5 academies and is seeking to expand further. The successful candidate will support the central team in implementing the vision for the Trust by providing comprehensive data analysis and reporting, along with co-ordination and development of Trust-wide data and management information systems.

The vision of the Great Schools Trust

To create a mutually supportive group of outstanding schools that give every Great Schools' students the opportunity to go to university or pursue the career of their choice.

The Mission of each of our academies

To develop in each of our students the academic skills, intellectual habits, qualities of character and leadership traits that are necessary to succeed at all levels and become successful citizens in tomorrow's world.

The ethos that we seek in each of our academies

We firmly believe that if young people come to a school where they feel valued, safe and teachers have their best interests at heart, then they will commit themselves; they will work harder; suffer fewer distractions; become more motivated and achieve more. Research shows that pursuing a character-driven approach to education, based on a firm set of values, is the lever that produces such an ethos.

Our students

We firmly believe that all of our students can become successful learners. To help them on this journey we agree, with them and their parents, a set of long term goals which become the end point of a 'flight path' which is then further broken down in to a series of Learning Cycle goals. These goals are reviewed with the student by his/her academic tutor each Learning Cycle.

Our 'character through leadership' programmes then help each student gain the confidence, self-esteem resilience and grit to achieve these long term goals.

Our belief

We firmly believe that every student, through personalised learning and clear goals, will stretch their boundaries, gain greater self-confidence and learn more than they thought possible.

Core Principles

- Every young person can, and should, succeed – no ceilings
- Great teaching comes through a heavy investment in to individual professional development
- Positive relationships underpin all of our work
- High expectations are non-negotiable





JOB PURPOSE AND SUMMARY

Core responsibilities

- Responsible for coordinating the process for the input, collection and analysis of data and producing custom-formatted data reports for the CEO, Principals, Senior Leaders and Trustees.
- Co-ordinating management information systems across the Trust, ensuring that systems are efficient and effective and support the broader school improvement strategy for the Trust.

Core tasks

- Produce reports and data analysis as required, including information on student progress, attendance and behaviour and the collation of KPIs as required by leaders and Trustees.
- Liaising with and briefing leaders and Trustees on the interpretation and analysis of data as required.
- Manage the Trust's data management function ensuring that systems are up to date and fit for purpose.
- To prepare, produce and deliver data required by the Trust in its day-to-day work and for self-evaluation and strategic planning purposes
- Manage the Trust's response to statutory and regulatory data returns.
- Manage the input of data from external and internal assessments and examinations across the Trust; collate results and record, report and provide statistics and analysis for leaders and Trustees as required.
- Evaluate existing MIS arrangements within the Trust, make appropriate recommendations for the future and implement approved plans.
- Manage the Trust's relationships with providers of data management and management information systems.
- Ensure data is maintained and stored in accordance with the requirements of GDPR.

Corporate responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues





Other responsibilities

- Contribute to the wider life of the Trust, its schools and the Institute through out of hours and partnership work.
- Carry out any such duties as may be reasonably required by the Trust's Chief Executive.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Special conditions

- The post is part of the Central Team of GST Academies. The post holder will be required to work at any of the partner schools or in any other reasonable location where the Trust is undertaking its business.
- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Academy

Records management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.



PERSON SPECIFICATION

	Essential	Desirable
Qualification and CPD		
5 GCSE passes A* to C or equivalent (inc English and Maths)	✓	
Educated to A Level or equivalent		✓
Additional qualification / evidence of CPD relevant to the responsibilities of the post		✓
Experience, Knowledge and Skills		
Minimum of 3 years' experience in a similar role	✓	
Excellent oral and written communication skills	✓	
Significant experience in supporting meetings including writing minutes	✓	
Accuracy and attention to detail	✓	
Ability to consult and negotiate with external agencies to reach the best outcome for the Trust	✓	
High level of ICT skills including a strong working knowledge of Microsoft Office applications	✓	
The ability to relate to staff, students and visitors	✓	
The ability to manage a busy diary	✓	
Previous experience of working within an educational setting	✓	
Understanding of educational software systems including MIS Systems		✓
Experience of line management		✓
Experience and/or knowledge of the Academy sector		✓
Personal Attributes		
Responsibility for own professional development and be willing to partake in further staff development	✓	
The ability to motivate, support and challenge	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
The ability to provide a deliver effective customer care	✓	
The ability to prioritise workloads and to work to given deadlines	✓	
The ability to adapt to change within the working environment	✓	
The ability to maintain confidentiality	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	

