

Job Description

Job Title:	Trust Data and MIS Officer
Grade:	PO1
Reports to:	Head of Data and IT
Location:	Trust Offices based at The Royal Liberty School
Working Hours:	36 hours per week, 52 weeks per year (option available for term time only + 2 weeks)

Job Purpose and Content

To oversee, manage, and enhance the Trust's data management and Management Information Systems (MIS), Bromcom, thereby ensuring the provision of precise, timely, and insightful data to facilitate strategic decision-making, operational efficiency, and educational advancement across the Trust. To serve as the primary lead for Data Protection compliance and policy development.

This role will primarily focus on educational data; however, the postholder will also ensure effective integration and timely analysis of information across all domains of the Trust, including Education, Finance, Estates, IT, and HR. The postholder will collaborate closely with the Trust's central leadership and executive teams, data and examinations teams, and pastoral teams.

The postholder will be responsible for:

- The daily operation of the Trust's data and Information Systems, ensuring all data, assessment, and curriculum information is current throughout the Trust.
- Aiding Senior Leadership Teams with pupil/student assessment and progress reports, ensuring the accuracy and timeliness of all data, assessment, and curriculum information.
- Providing statutory data to external bodies, including the DfE and Local Authority, ensuring its accuracy and timely submission.
- Displaying at all times a commitment to the safeguarding and promotion of the welfare of young individuals and demonstrating this commitment within every facet of the post.
- Implementing consistent processes and reporting across the Trust, thereby eliminating redundant workload where such opportunities are identified.

Key Responsibilities

Strategic & MIS Management:

- Leading the strategic development, implementation, and ongoing management of the Trust-wide MIS (BromCom), ensuring it consistently meets the evolving needs of the Trust and its schools.
- Developing and maintaining robust internal data tracking systems, consolidating data from various schools and sources into integrated platforms (e.g., Trust data portal, data dashboards) in order to provide a unified Trust-wide view.
- Being accountable for the effective utilisation of data systems for the monitoring and elevating of standards and performance across the Trust.
- Designing, producing, and interpreting complex reports and data analyses to support Trustees and Leaders, Governors, Headteachers, and academic staff with the monitoring of progress towards strategic goals and school targets.
- Ensuring the accuracy, integrity, and robustness of the Bromcom MIS data, overseeing and implementing processes for data input, validation and management throughout the Trust.
- Proactively identifying and developing new data systems, analytical tools, and processes, in response to the changing educational landscape and the specific needs of the Trust.
- Managing the submission of accurate and timely statutory returns and data requests to external bodies (e.g., the DfE and Local Authority).
- Utilising technology to drive and implement process improvement initiatives.
- Monitoring the quality and completeness of data inputted into data systems and proposing effective action to remedy any problems that may arise.
- Leading projects that fall within the remit of this role and contribute to projects where the postholder's expertise will add value.

Data Protection

- Acting as the main point of contact and expert advisor for all Data Protection matters across the Trust, and liaising with the Trust DPO (Judicium) when necessary.
- Developing, implementing, reviewing, and maintaining the Trust's Data Protection Policy and procedures (including GDPR compliance, Data Breach protocols, SAR/FOI handling).
- Identifying data protection vulnerabilities and risks, creating processes and data cleanse methods, systems and audits collaboratively with the Trust schools in order to mitigate these risks.
- Managing the Trust's response to data breaches, Subject Access Requests (SARs), and Freedom of Information (FOI) requests, liaising with external advisors (e.g., the DPO provider, legal support) as necessary.

- Delivering mandatory and compliant GDPR training to staff and, when necessary, advise on best practices for data interpretation, systems usage, and data protection.
- Providing guidance and training to staff across the Trust on data protection best practices and policy requirements.
- Advising Trust Leadership on Data Protection compliance risks and taking action relating to data governance, including data retention periods and policy.

Stakeholder Engagement & Support

- Advising Trust and school leadership teams on methods of accessing, interpreting, and utilising performance/other data effectively for school improvement and target setting.
- Liaising effectively with external suppliers, specifically Judicium and the MIS provider, to ensure optimal system performance and support.
- Supporting Trust pastoral teams (e.g. Attendance) with data analysis for the identifying and supporting of vulnerable student groups.
- Overseeing stakeholder forms and surveys and reporting findings to Trust leadership.
- Performing social media checks for all newly hired employees and reporting back to the Trust HR department throughout all relevant processes.

Success for all Educational Trust is committed to safeguarding and promoting the welfare of children and young people. All adults who work within the Trust and at our schools must share this commitment to young people.

Notes:

1. Success for all Educational Trust has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training.
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role.
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.
4. This job description will be subject to review with the post holder after one year and may then be reviewed from time to time.

Trust Data and MIS Officer - Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
To possess excellent time management and problem solving skills.	√		Application & interview
To adopt a positive and resilient attitude to all required tasks, working calmly and collaboratively under pressure.	√		Application & interview
To be reflective of their own practice and of any constructive feedback provided.	√		Application & interview
To possess the ability to develop strategies, analysing and interpreting the requirements of the curriculum.	√		Application & interview
To be able to analyse and interpret varied and highly complex information or situations in order to produce solutions.	√		Application & interview
To possess highly developed interpersonal and communication skills, communicating complex, contentious and confidential information to Trust/school leaders and/or non-specialists.	√		Application & interview
To possess a highly analytical mindset, with excellent problem-solving skills, being capable of interpreting complex data, identifying trends, and developing practical solutions. To relish untangling complex data or system issues.	√		Application and interview
To have the ability to confidently liaise with third party software providers, to provide a measured approach to the configuration of key data systems and related processes.		√	Application and interview
To demonstrate a flexible approach towards work and working hours, particularly during peak periods (e.g. statutory returns, exams and results, system implementations).	√		Application and interview
To have the ability to present at Trustee/Executive Boards or staff meetings	√		Application and interview
To utilise excellent technical and organisational skills, displaying a high attention to detail	√		
To possess excellent keyboard skills, including both precision and speed skills, in order to produce accurate, timely analysis information, as well as keeping information on all students/pupils up to	√		

date, in order to support the Trust's achievements.			
To demonstrate the ability to work on their own initiative and to be able to prioritise the work of the Data Team, in addition to their own work requirements.	√		
Knowledge			
To possess a knowledge of and commitment to the safeguarding and promoting of the health, safety and welfare of young people	√		Application and interview
To have gained substantial knowledge and understanding of statutory requirements in relation to Data Protection.	√		Application and interview
To exhibit an ability to interrogate, analyse and present complex data to a range of audiences	√		Application and interview
Qualifications and Experience			
To be educated to Degree level or have the ability to demonstrate an equivalent level of knowledge and/or skills relative to job role	√		Application and interview
To hold Data or IT application certifications relating to the role, i.e. MS Office, Power BI, or be willing to undertake these.		√	Application and interview
To have acquired relevant experience in Google Workspace domain management		√	Application and interview
To have experience of advanced analytical use of applications such as Google Sheets/MS Excel	√		Application and interview
To have 'hands on' experience of the use of the Bromcom MIS.		√	Application and interview
To have experience of using Looks Studio/Power Query to manipulate data		√	Application and interview
To possess considerable knowledge of Management Information Systems.	√		Application and interview
To display evidence of a willingness and motivation to develop their own skills and abilities through relevant CPD opportunities.	√		Application and interview