



Healing Multi Academy Trust

Data Manager
Application Pack

Contents

Welcome Letter.....	3
About Healing Multi Academy Trust	4
Our Vision	4
Our Values.....	4
Our Academies	5
Safer Recruitment.....	11

Welcome Letter

Dear prospective Data Manager,

Recruitment timeline:			
Start Date:	ASAP	Closing Date:	25 th June 2021 12.00pm
Short Listing:	w/c 28 th June 2021	Interviews:	w/c 5 th July 2021
Interview location:	Healing Multi Academy Trust Low Road Healing Grimsby North East Lincolnshire DN41 7QD		

The Trust is at an exciting stage of our journey as we look to appoint an inspirational Data Manager. We have a strong base to build on, as we harness the hard work, dedication and enthusiasm of over 700 teaching and support staff. Our leaders are driven by a moral imperative to make a difference to the lives of the pupils in their care. As a result, all our schools are good or outstanding, or delivering sustained improvement towards good; providing quality educational provision for almost 4,400 pupils aged 3 to 18.

Healing Multi Academy Trust are seeking a dynamic individual with a proven track record of providing strategic data and monitoring and who will be responsible for providing a high quality of MIS support across its 9 Academies. The role offers a fantastic opportunity for an ambitious professional to play a leading role in the future success of our expanding and developing Trust.

The successful candidate will support the Trust Executive Team in delivering the Strategic Data elements of the Trust Strategic Plan. Based in the Head Office at Healing, Grimsby, the role will report to the Director of Finance and Operations.

How to Apply

- For an application form, please contact HR at HR@healingmultiacademytrust.co.uk
- For an informal discussion about the post please contact Donna Wakefield, Director of Finance and Operations.

I thank you again for your interest and, if you decide to proceed with the application, I wish you good luck with the process.

Yours faithfully,

Jo Nolan,

Chief Executive Officer

About Healing Multi Academy Trust

We are committed to a growth strategy which is sustainable, builds capacity and meets the strategic objectives of the Trust. The Trust was set up in 2014, initially with two academies located in the village of Healing in North East Lincolnshire. We are now a Trust with 9 schools, a Teaching School and a School-Centred Initial Teacher Training centre (SCITT) located across North East Lincolnshire and Lincolnshire.

The Trust Executive Team has corporate responsibility for the overall formulation and implementation of strategies and policies approved by the Board of Trustees. It comprises of the Chief Executive Officer, Director of School Improvement, Director of Finance and Operations and Executive Principals.

Our Vision

We seek to inspire greatness in every child and to equip them with the academic achievements, life skills and personal attributes to lead happy, safe, successful lives.

Our Values

The 6 values that underpin our vision are:

1. We are **child-centred**. We make decision based on what is right for our children and their life chances.
2. We are **inclusive**. We believe that every child can be successful regardless of background or ability.
3. We are **ambitious**. We aim for excellence in all that we do.
4. We act with **integrity**. We promote respect and trust; we value different points of view and beliefs. We actively reject discrimination, racism, bullying, deceit and dishonesty.
5. We are **collaborative**. We work in partnership with all stakeholders including parents, carers and the wider community ensuring a sense of togetherness.
6. We **value** our staff. We invest extensively in outstanding training and development opportunities.

Our Academies

Ermine Primary Academy	Redbourne Drive Lincoln LN2 2HG 01522 781030	
Great Coates Primary School	Cromwell Road Grimsby DN37 9EN 01472 808608	
Hartsholme Primary Academy	Carrington Drive Lincoln LN6 0DE 01522 683705	
Healing Primary School	Fords Avenue Healing DN41 7RS 01472 882261	
Healing School, A Science Academy	Low Road Healing DN41 7QD 01472 502400	
Lincoln Castle Academy	Riseholme Road Lincoln LN1 3SP 01522 529203	
St Giles Primary Academy	Addison Drive Lincoln LN2 4LQ 01522 785760	
William Barcroft Junior School	Barnett Place Cleethorpes DN35 7SU 01472 501777	
Woodlands Academy	Pinewood Crescent Grimsby DN33 1RJ 01472 500900	

Academy	Local Authority	Date joined	NOR	Phase
Healing School, A Science Academy	N.E Lincolnshire	1 st September 2014	984	Secondary 11-16
Healing Primary School	N.E Lincolnshire	1 st September 2014	345	Primary
Great Coates Primary School	N.E Lincolnshire	1 st June 2016	287	Primary
William Barcroft Junior School	N.E Lincolnshire	1 st March 2017	307	Primary-Junior
Hartsholme Academy	Lincolnshire	1 st November 2018	404	Primary
St Giles Academy	Lincolnshire	1 st November 2018	405	Primary
Woodland Academy	Lincolnshire	1 st November 2018	314	Primary
Lincoln Castle Academy	Lincolnshire	1 st September 2019	863	Secondary 11-18
Ermine Primary Academy	Lincolnshire	1 st September 2019	391	Primary
Humber Teaching School	N.E Lincolnshire	1st September 2014		
East of England Teacher Training (SCITT)	Lincolnshire	1st November 2018		

About the local area: N.E Lincolnshire and Lincolnshire

For comprehensive information about N.E Lincolnshire and Lincolnshire visit:

<http://worksmartlivewell.co.uk/living-in-ne-lincs/>

<https://www.visitlincolnshire.com>

<https://www.nelincs.gov.uk>



Data Manager

Post Title:	Data Manager
Contract:	Permanent
Salary:	PO3a Scale Points 35 – 39 (£38,890 - £42,821)
Reporting to:	Director of Finance and Operations
Work Base:	Trust Head Office
Additional:	Travel between Trust sites may be required

Overall purpose of the post

The purpose of the Data Manager is to support the Trust Executive Team in delivering the Strategic Data elements of the Trust Strategic Plan.

The post-holder will drive the delivery of a whole Trust approach to Data and MIS by supporting relevant stakeholders in the provision of comprehensive data analysis and reporting along with the leadership of the development of Trust-wide data and management information systems to support strategic decision making. The post-holder will be responsible for coordinating the process for the collection and analysis of data and producing custom-formatted data reports for the Trust Board, CEO, Executive Team and Senior Leaders of the Trust.

Always understanding educational and Trust priorities and that needs may change over time, they will develop and create accurate and timely reports and dashboards from the data system required by the Trust academies and Executive Team to inform strategic and operational decision making. The post-holder will have effective working relationships that support Trust education needs and goals through involving the right stakeholders to produce the information and analysis that enhances our educational objectives.

They will also act as a focal point for the Trust on Data and MIS support and development to ensure that relevant stakeholders can operate appropriate MIS systems to produce appropriate reports.

Main Duties and Responsibilities:

1. Oversee the Trust MIS systems – including Power BI providing support and guidance across the Trust to ensure that it is effectively used and managed
2. Providing ongoing end to end support relating to Microsoft Power BI and other systems used within the Trust including implementation, ongoing usage and troubleshooting
3. Standardise and align all data and analysis within the Trust whilst allowing for local needs
4. To ensure a consistent platform and the planning to ensure that ICT equipment in all academies is up to date and fit for purpose
5. Provide up to date and accurate reports and dashboards at Trust level and supporting academies to do the same, ensuring that visibility and validity of data is informing the Strategic Planning and decision making is supported by evidence through KPIs
6. Develop appropriate Trust data security policies to ensure the Trust remains legally compliant
7. Where opportunities exist, seek external funding to advance innovation in data management, recording and reporting of data

8. Working with and providing influence over the work of the wider local data teams to support the Trusts educational goals and vision through a matrix approach managing and consolidating the processes of data capture, analysis and reporting across the Trust
9. Developing a Trust network for the wider data teams across the Trust to support on-going CPD and shared learning
10. To work closely with external partners to deliver the objectives and duties as appropriate
11. Support the identification and implementation of the best available data systems across the Trust to enable the strategic aims and to ensure best value from systems, resource and suppliers and maintaining and developing the data functions of the Trust to meet those needs now and in the future
12. Provide CPD and training for Trust employees as required and create strategies to develop the Data and ICT staff to meet the needs of the Trust
13. Secure relevant CPD from external providers as and when required
14. Lead on GDPR / e:safety matters across the Trust as the named Data Protection Officer
15. Conduct relevant due diligence and assessment of new schools joining the Trust to plan the integration and migration of data and analysis in the first 18 months
16. Adoption of best practice across the Trust to ensure access to and reporting of data and analysis is best in class and that the data is robust and used to create maximum impact
17. Ensuring data practices are aligned to current educational and organisational priorities and change as required

GDPR

1. To act as the Data Protection Officer for the Trust
2. The post holder is required to comply with GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure

General

1. To participate in wider Trust meetings and working groups as required
2. Equality and Diversity – There is a requirement for the post-holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit
3. Health and Safety - The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work
4. Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Healing Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Person Specification		
Qualifications & Training	E	D
Educated to Degree level (or equivalent)		✓
GCSE Grade C or equivalent in English and Maths	✓	
Academic background in Computer Science or a related field		✓
Evidence of continuous professional development and training	✓	
Experience	E	D
Substantial and appropriate data management and analysis experience	✓	
Experience of working within an educational environment	✓	
Experience in the use of computerised data systems, and demonstrable IT skills	✓	
Experience of Business Information (BI) systems	✓	
Experience of Microsoft Power BI	✓	
Experience of Advanced SQL / MySQL	✓	
Knowledge / experience of working in a cloud environment	✓	
Experience of managing a MIS system	✓	
Previous and current experience of working to a similar level within a busy, proactive data function	✓	
Previous experience providing analytics solutions and improving overall business and strategy, understanding business needs	✓	
Track record in delivering successful projects and supporting educational organisations in order to achieve results	✓	
Experience of, and commitment to, continuous improvement and the ability to act as a change agent	✓	
Knowledge and skills	E	D
Able to demonstrate up to date knowledge of theory and good practice in key areas identifying and implementing data capture systems in a complex reporting environment	✓	
Bringing data together from a variety of sources and able to create bespoke analysis for different stakeholders	✓	
Understanding of current education policy and performance measures from Early Years to Key Stage 5	✓	
Knowledge of national accountability measures in education	✓	
A working knowledge of data systems is essential to this role	✓	
Excellent numeracy skills and ability to analyse quantitative and qualitative data	✓	
Advanced Excel and other data manipulation systems skills	✓	
Ability to build effective working relationships with colleagues at all levels	✓	
Effective planning and project management skills with the ability to set and work to deadlines	✓	
The ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions.	✓	

Strong written and oral communication skills, including presentation skills	✓	
Excellent influencing and interpersonal skills with people at all levels, internally and externally	✓	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	✓	
Ability to command confidence and credibility and maintain strict confidentiality in all matters	✓	
Attributes	E	D
A strong commitment to the Trust values and ethos	✓	
Commitment to support the Trust's agenda for safeguarding and equality and diversity	✓	
A flexible approach and a strong work ethic	✓	
Commercially astute, articulate, technically strong and influential negotiator	✓	
Attention to detail	✓	
High integrity with an ethically sound approach to building internal and external relationships	✓	
Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.		

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing individuals who are unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children.

It is a criminal offence to offer to a barred individual (or indeed for a barred individual to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity). All candidates are expected to understand their own responsibilities and duties in regard to child protection and safeguarding with due relevance to the specific post advertised. Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all necessary checks.