Job Description   **CLP Data and Systems Coordinator**

Start Date: TBC

Responsible to: Head of Finance and Operations

Location: Central Offices, Heathlands Primary Academy with visits to schools

Grade: Grade F (SCP 12 £26,294 - SCP 17 £28,770 FTE)

Hours: Part time, 3 days per week. Specific working hours to be negotiated with successful candidate. 52 weeks per year.

Disclosure Level: Enhanced Disclosure & Barring Service Check

Overall Purpose

- To consolidate Trust reporting across multiple systems for key stakeholders
- To have oversight of the main systems across CLP (such as Management Information System and Pupil data management and the IT network) to ensure that they are being used to maximum benefit, impact and efficiency
- To support and advise key staff in their use of CLP's main systems so that full functionality is engaged and that staff are maximizing the potential for efficiency and reporting

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties

Pupil Management Information System

- Lead on sharing of best practice to develop and maximise the use of MIS (currently Arbor) across all our schools and the central team
- Lead on liaison with MIS (currently Arbor) on behalf of schools, contributing to regular contract review meetings and contributing to the development of the MIS itself through use of its processes (for Arbor their 'Road Map') and through engagement with MIS experts
- Ensure schools are prepared to undertake the annual update of pupil information held on MIS and

associated systems and ensure information to inform Travel Plans is captured.

- Lead on the maintenance of the MIS system and its integrations, this may include setting up accounts, access rights and comparing integrations across the Trust to identify common themes, best practice and opportunities
- Lead on supporting schools with census returns and end of year / beginning of year actions as required

Pupil Assessment Data Systems

- Interpret and provide analysis of academic performance and attendance data
- Manage and develop systems for the recording, analysing and reporting of pupil data; particularly in relation to internal and external assessment
- Keep abreast of the latest developments in national data reporting, pupil assessment and academic systems
- Import pupil assessment data across systems on behalf of schools

MAT reporting

- Work with stakeholders to create and maintain comprehensive MAT data reporting that can capture and analyse MAT and school level data. Harvesting data from platforms such as Arbor, DCPro, Wonde, GC, O365, Parago, AccessHR, Access Finance and training systems as required.
- Produce accurate analytical reports in a timely and efficient manner as required, ensuring accuracy and dissemination to key stakeholders and nominated staff.
- Contribute to the Trust's use of data to demonstrate and inform strategic direction and to improve operating performance.
- Support schools to obtain accurate data for reporting to local governors, providing coaching sessions and guidance.

Data Protection

- Provide support to CLP's Data Protection Officer, providing data and assisting with requests for information as required.
- Work with the Data Protection Officer to monitor compliance with current data protection law and the Trust's data protection processes including the management of record/information systems.
- Maintain the Central Team's Information Asset Register and support schools to maintain theirs.

CLP IT Network

- With the IT Network Manager, manage the CLP ICT Network (defined in our policy as all networks in all CLP schools) ensuring security requirements as per the CLP IT and Communications Systems Policy.
- Facilitate Cyber audits across the CLP schools.
- Ensure outcomes from Cyber audits are undertaken, processes and policies reviewed and updated as necessary, working with the ICT Network Manager.
- Maintenance of CLP O365 platform to include regular check of user accounts – employees and approved users only, non-employees to have signed disclaimers, leavers deleted, etc.
- Monitor MAT level dashboards (Arbor, Wonde, GC, O365, Parago, Access, etc) to ensure information is accurate and permissions correct.
- Monitor integration between MAT management information systems and other software, ensuring that permissions and controls provide security and do not permit vulnerability.
- Oversee administration of the Trust's Intranet platform reporting to the IT Network Manager.
- Progress cyber accreditation as required by the strategic direction of the trust.

Other systems

- As required, undertake implementation, monitoring and ensure vulnerabilities are escalated and addressed to ensure security of the CLP ICT Network and its data subjects.
- As required, design and implement new collection and processes with an eye to efficiency, accuracy and ability to provide data.
- Support with the setup and maintenance of new systems that may be introduced

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate qualifications or received appropriate training to carry out these duties.

Person Specification   **CLP Data / Systems Coordinator**

	Requirement	Essential	Desirable	Evidence
Education / Qualification	NVQ 3 or equivalent or higher qualification or experience in a relevant discipline		X	A
Education / Qualification	GCSEs or equivalent in English and Maths	X		A
Experience	Experience working with PowerBI		X	A I
Experience	Some experience of statistical and data management	X		A I
Experience	Previous experience working in a primary school setting using school MIS and database dashboards		X	A
Experience	Experience of ICT networks – either server or cloud, both ideally		X	A I
Knowledge	Knowledge of data protection laws and legislation		X	A
Knowledge	Knowledge of school performance data		X	A
Knowledge	Willingness to undertake further CPD	X		A I

Broadening Horizons Together

		X		
Other	Willingness to travel	X		A I
Other	Driving licence and own car as public transport is limited in some areas. Otherwise, a clear proposal of travel across the trust.	X		A
Personal attributes	Self-motivated, able to use initiative, work independently and to take instruction	X		A I
Personal attributes	Excellent attention to detail	X		A I
Personal attributes	Excellent listening and communication behaviours	X		A I
Personal attributes	Ability to develop and maintain good relationships with a wide range of stakeholders both internally with central and school colleagues and externally with IT service providers	X		A I

Application = A / Interview = I