

[illegible]

Hours: 37 hours per week, term time plus 2 weeks

To assist with identifying, correcting and/or resolving any inconsistencies in the data being used to create reports for the MAT.

- Implement data flows to connect operational systems, data for analytics and business intelligence (BI) systems.
- Develop business intelligence reports for schools, trust-level and Trustee reporting.
- Review the efficiency of the operation of the MAT's data management function.
- Co-ordinate the flow of data within the MAT to improve systems, minimise duplication and increase productivity and efficiency.

- Where necessary, carry out data cleansing to ensure the data is accurate and meaningful.
- Deal with data errors and queries.
- Build accessible data for analysis.
- Explore ways to enhance data quality and reliability.

Reporting and Analysis:

- Produce reports and data analysis as required by the MAT for its day-to-day work, self evaluation and strategic planning purposes. Ensure the reports and data analysis are accurate, accessible and well presented for a range of stakeholders covering areas such as educational outcomes, attendance, behaviour, health and safety compliance, HR etc.
- Provide relevant data and analysis for MAT publications and external reports.
- Design, develop and adapt information systems to capture, analyse and report information to support robust decision making and performance management utilising a range of management information systems and data collection tools.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

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 they have appropriate qualifications or received appropriate training to carry out these duties.



Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.

Experience:

- Developing bespoke analyses of datasets
- Interpreting and analysing data for a range of stakeholders
- Excellent interpersonal skills with the personal credibility, gravitas and integrity

Skills and Knowledge:

- Ability to work with PowerBi as the reporting tool, but also explore other tools available in the market
- Ability to manipulate and present data within software applications
- Ability to query databases and extract datasets
- Ability to carry out survey design, execution, analysis and reporting
- Hands-on experience with database design, maintenance and queries
- Excellent listening, communication and literacy skills
- Excellent numerical skills with ability to analyse quantitative and qualitative data
- Ability to communicate with people at all levels
- Excellent attention to detail
- Understanding database structures and ability to manipulate large, complex datasets
- Ability to use all MS Office Programs to an advanced level including Word, Excel, PowerPoint and Outlook
- Ability to deliver training and/or present to different stakeholders
- Ability to produce a range of data reports and presentations to a high standard for a wide variety of audiences
- Knowledge of educational management information systems (desirable)

- Knowledge of school and MAT structures (desirable)
- Data engineering certification (desirable)
- NVQ 3 or equivalent qualification or experience in a relevant discipline

Personal Attributes

- High level of emotional intelligence
- A deep commitment to the vision, values and ethos of the Trust
- Excellent communication skills
- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
- Ability to work well under pressure and in a calm, professional manner
- Flexible and can adapt to change
- Have a positive attitude to personal development and training
- Be able to work in ways that promotes equal opportunities, participation, diversity and responsibility
- Have a high attention to detail, including data verification checks
- Ability to maintain strictest confidentiality and integrity at all times
- Committed to high standards in all areas of data management
- Suitable to work with children
- Ability to travel to meetings