



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Trust Data Manager	Department/Group:	IT / Support Staff
Level/Salary Range:	Grade H SCP 27 - 31	Reporting to:	CISCO
Contract term:	Permanent	Hours per week:	37

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

To develop and lead the strategic innovation of digital data in the cloud, harnessing consistent efficiencies and practices of processes across all organisations within the trust. To ensure all actions link to the trust’s improvement strategy.

Job Description:

Main Duties and Responsibilities

- Implementing trust wide data systems which are accurate, consistent and timely. Assisting in the presentation of this data in order that the trust can compare standard data internally and externally with confidence.
- Support the delivery of insights and business intelligence, especially around sourcing and embedding a wide range of data sets across the organisation into standardised dashboards and data visualisation, such as PowerBI.
- To liaise with stakeholders at every level to determine best practice in data visualisation across the trust
- Visiting all academies on a regular basis to bring innovation into areas of the Trust’s IT Strategy
- Research, harness and embed innovation in the world of education data; and contributing to ensure that the use of artificial intelligence is effective and managed
- Lead, develop and build a Data Strategy in consultation with the CEO and CISCO
- In collaboration with the Executive Team, provide appropriate data and analysis for the trust board and LGB meetings
- Meet deadlines and communicate/support others to meet deadlines
- Be operational and strategic in embedding the Data strategy and ensuring it is delivered
- Support, develop, implement and monitor processes and policies for commissioning online learning platform e.g. SISRA and take requests from stakeholders, including the Headteachers and CEO. Applying improvements, maintaining relationships with third-party learning providers, and troubleshooting issues with online platforms

- Take an exciting lead in researching, monitoring, and leading on AI educational solutions/risks as they continue to mature and feed this back to relevant groups
- Attend and contribute to the Ecosystem meetings when appropriate
- Work with stakeholders across Education and Data, HR to understand the key performance indicators they require from IT and systems to improve outcomes and deliverables
- To develop the primary data offer and provide training where necessary
- Meet termly with school data officers (secondary) and support and advise on roll outs of new systems
- Adhere to all policies and good practice and acts to advise and assist users in operating in fully compliant ways and contribute to policy development
- Reports any breaches or concerns to the data controller of the academy and/or the Trust
- Ensures all routine system checks are carried out according to planned_schedules. Ensures the schedules adapt to meet the changing needs of the trust to make as much work of the team as possible be preventative
- To provide coaching and guidance in the use of data systems by staff as required, especially in relation to MIS and PowerBi
- Contribute to governance training on understanding and using data where applicable

Supporting the use of online learning

- Liaise with CEO for training plans to optimise the opportunities for staff training
- Identify internal and external opportunities to strengthen digital literacy.
- Manage technical consultants and partnerships as arises.

Data dashboards and visualisation

- Lead large-scale projects, liaising with internal stakeholders to turn requirements into expert solutions.
- Support the use and direction of reports to Trustees and LGBs
- Have a strong understanding of the strategic infrastructure required to make the insights rollout successful.
- Training others on using our MIS and Power BI and advising the stakeholders on best practices.
- Working with the rest of the Power Platform suite, including PowerApps and Power Automate.
- Keeping abreast of Microsoft Power Platform product developments and how these can be used to add value across the organisation.

Other

- Safeguard the integrity of all Trust data by ensuring accurate input and audit, as required.
- Positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding.
- Undertake training and development as appropriate.

Safer Recruitment Statement

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

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance.
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: March 2025



PERSON SPECIFICATION

	Trust Data Manager - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at grade C or higher	E
Experience Skills and Knowledge	Experience in providing excellent customer service	E
	Ability to use initiative to identify issues, problems, or concerns and to know when to refer onwards	E
	Experience working independently with little supervision.	E

	Trust Data Manager - CRITERIA	Essential / Desirable
	Physical effort is required when sometimes working in confined and awkward spaces with short periods of more significant effort, e.g. moving IT equipment.	E
	Flexible approach to working arrangements and duties	E
	Experience working in a school environment	E
	Proven ability to provide ICT training for the benefit of pupils, requiring explanation and guidance.	E
	Experience providing information and communicating with academy staff, parents, carers and pupils.	D
	Demonstrable experience working within a similar role within an academy environment and has up-to-date technical knowledge of ICT, equipment/skills with hardware and software to support ICT services.	E
	Able to always maintain the strictest confidentiality and integrity.	E
	Ability to think and plan at a strategic level	E
	Ability to learn to an expert level the use of Power BI and Power Apps.	E
	Excellent digital literacy and ability to troubleshoot tech challenges.	E
	Competent and able to exercise discretion, maintain confidentiality and follow multi-step instructions.	E
	Experience using data and research to inform product development and decision-making.	E
	Sensitivity when collaborating work with colleagues at all levels.	E
	Highly organised and efficient and able to work to tight deadlines, often under pressure.	E
	Excellent written and verbal communication skills with the ability to relate well to a wide range of stakeholders.	E
	Able work under own initiative and deal with demands of a geographically dispersed team.	E
	Technical expertise in EdTech and PedTech, and at least one other area critically important to the development of education.	E
	Able to work as part of a diverse team.	E
	Able to promote the safeguarding and welfare of children and young people across the Trust.	E
	Willingness to ensure that equal opportunities are promoted and developed across the Trust.	E
	Able to promote inclusion at all levels.	E
	Able to organise, lead and motivate staff at all levels.	E
	Requires up to date practical and procedural ICT knowledge / skills with hardware and software to support ICT teaching and learning.	D
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E