



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM

# Trust Data Manager Recruitment Pack



# WELCOME FROM OUR CEO

Dear Candidate,

Thank you for your interest in the Central Data Manager role. This opportunity is ideal for an enthusiastic and dedicated individual looking to take the next step in their career and broaden their impact across the Trust.

As a key member of the Central Data Team, you will support our schools with the effective management and use of data—helping to drive school improvement and inform strategic decisions. This role offers the opportunity to positively influence outcomes for students across the Trust, while developing your own professional skills and experience within a supportive and forward-thinking team.

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply.

If you would like to discuss the role in more detail, please do not hesitate to contact Steve Calton, Head of Data and Analytics – [steve.calton@futureacademies.org](mailto:steve.calton@futureacademies.org)

We look forward to receiving your application.

Lawrence Foley,  
Chief Executive



# JOB DESCRIPTION

|                          |  |
|--------------------------|--|
| <b>JOB TITLE:</b>        | Trust Data Manager   |
| <b>LINE MANAGER:</b>     | Head of Data and Analytics   |
| <b>HOURS:</b>            | 36 hours per week – Full time, Monday to Friday. A typical working day would usually be 8am – 4pm or 9am – 5pm. We would also consider part time applicants.   |
| <b>PLACE OF WORK:</b>    | Central Team Office. Travel to other Future Academies locations may also be required on occasion.  |
| <b>SALARY:</b>           | <b>NJC Pay and Conditions, Scale PO3, points 32 – 35 (£46,852 - £50,175)</b><br><br><b><i>Starting salary to be confirmed upon appointment, subject to experience and place of work.</i></b>   |
| <b>RIGHT TO WORK:</b>    | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance   |
| <b>STAFF BENEFITS:</b>   | <p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues.</li><li>• Excellent CPD opportunities and career progression.</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li><li>• Mintago – employee benefits platform</li><li>• Access to a Virtual GP</li><li>• Eye Care Voucher scheme.</li><li>• Partnership with YellowNest - Salary sacrifice childcare.</li><li>• Two-week October half-term</li></ul> <p>For further information regarding our staff benefits, please visit our <a href="#">website</a>.</p> |
| <b>PROBATION PERIOD:</b> | The post holder will be required to complete a 6-month probation period  |

## PURPOSE OF THE ROLE

This role is pivotal to the effective management, development, and strategic use of data across the Trust. It encompasses oversight of our MIS (Bromcom), Power BI dashboards, and curriculum data systems, while ensuring full compliance with GDPR. The successful candidate will play a central role in maintaining high standards of data integrity, analysis, and accessibility. They will also contribute to streamlining processes, enhancing data-informed decision-making, and supporting staff through training and development.

## MAIN RESPONSIBILITIES AND TASKS

Main responsibilities will include, but will not be limited to:

### MIS management/Power Bi

- The development of Bromcom to meet the needs of the school including data analysis of attendance and behaviour.
- The maintenance of student and staff records within Brcomcom, ensuring quality assurance and compliance with census returns, reporting, attendance, admissions/leavers, pupil roll, exclusions, behaviour, and assessment results.
- Assessment including creation and management of data drop templates.
- Census completion and submission, including production of QA documents for sign off by schools.
- The development of data and analysis systems that streamline working practices and reduce workloads for all staff, in line with trust systems.
- Provision of relevant training to appropriate staff in support of "self-service" analysis of key data visualisation tools, such as Power Bi.
- Provide database administration for the collection, storage and presentation of all data required to support compliance.
- Work with the Head of Data and Analytics, school data leads, and Executive Leadership Team to improve information analysis to reduce workload by automating the production of key information, utilising Power BI.
- Provide training on Bromcom/data systems.

### Curriculum management

- Construction and maintenance of the school timetable, including managing timetable changes.
- The management of school wide assessment and monitoring systems (e.g. Pupil Progress and SISRA).
- The collection, storage and analysis of whole school data including the accurate analysis of academic and pastoral data on time and in a format that allows for ease of interpretation by all local, trust and external stakeholders.

### Development and Maintenance

- Development and maintenance of cross trust data dashboards within Power Bi.
- Provision of trust wide Bromcom support & training.
- Development and maintenance of non-academic trust data analytics systems.

### Administration/General

- Support the implementation and monitoring of the Trust's data protection strategy, including compliance with the GDPR.

- Support the development and implementation of policies, processes and procedures for the safe and effective use of Trust data and information.
- Provide support, supervision and guidance to each school, in order to ensure the timely and accurate collection, verification and storage of school data.
- Attend and facilitate Trust presentations, meetings and training sessions related to data management and protection.
- Provide support, supervision and guidance to all staff and stakeholders in the correct implementation of Trust processes and procedures.
- Contribute to projects and staff training sessions related to the improved use of MIS and data systems, as directed.
- Lead the development of data capture systems across the Trust so data is up to date, accurate, accessible and well presented for a range of stakeholders.
- Management of third-party apps.
- To be responsible for monitoring compliance with the UK GDPR and other data protection laws, our data protection policies, awareness-raising, training, and audits.
- Provide advice and information on the data protection obligations.
- Parental Academic Reports – Creation/running and sending out if via MCAS/email.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.



## PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria   | Essential  | Desirable  |
|--|--|--|
| <b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience: |  |  |
|  | <ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> <li>• Qualification related to the role</li> <li>• Experience of working in a similar role</li> <li>• Experience of analysing and interpreting performance data.</li> <li>• Experience of data and system management.</li> <li>• Experience of working with data analysis tools and software to interrogate data.</li> <li>• Experience of importing and exporting information from databases.</li> <li>• Experience of producing reports for a variety of stakeholders.</li> <li>• Experience of maintaining high standards of data quality.</li> <li>• Experience using Power Bi to analyse and manipulate data.</li> <li>• Confident user of MIS systems, specifically Bromcom.</li> <li>• Ability to use Power Bi.</li> <li>• Ability to work with a variety of stakeholders.</li> <li>• High level of transferable ICT skills including a strong working knowledge of Microsoft Office applications and advanced use of Excel Spreadsheets.</li> <li>• Ability to train and support others with data analysis.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Able to communicate written and verbally with all stakeholders.</li> <li>• Excellent organisational skills.</li> <li>• Ability to input data accurately.</li> <li>• Ability to maintain confidentiality and data protection.</li> <li>• Ability to manage your own workload to meet deadlines.</li> <li>• Ability to manage conflicting deadlines, whilst maintaining accuracy.</li> <li>• Excellent inter-personal and collaboration skills, including tact and diplomacy.</li> </ul> | <ul style="list-style-type: none"> <li>• Degree</li> <li>• Working within the educational sector.</li> <li>• Experience of using Bromcom, SISRA, FFT, ALPS etc. MIS software and other databases including SQL.</li> <li>• Experience of working in a multi-site organisation.</li> <li>• Experience of timetable construction and or management of timetable changes.</li> <li>• Knowledge of curriculum and planning.</li> </ul> |

**Personal and Professional Qualities and Attributes:** In their statement of suitability and during the selection process, candidates will demonstrate the ability to:

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Commitment to the safeguarding and promotion of the welfare of all children and young people.</li><li>• Commitment to equality and Diversity.</li><li>• Willingness to travel across Trust sites, London and Hertfordshire.</li><li>• Supportive and co-operative member.</li><li>• Encourages ideas and initiative.</li><li>• Highly motivated, resilient and reliable.</li><li>• Embody the ethos and values of the Trust.</li></ul> |  |
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**Additional Requirements:** In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Commitment to the safeguarding and promotion of the welfare of all children and young people.</li><li>• Commitment to equality and Diversity</li></ul> |  |
|--|--|--|

## WHAT CAN WE OFFER YOU?

**1**

Colleagues who care about the children they serve and each other.

**2**

A curriculum that is centrally resourced and locally owned.

**3**

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

**4**

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

**5**

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

**6**

A two-week October half term with no reduction in holidays elsewhere.

**7**

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental and low-stakes.

**8**

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

**9**

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

**10**

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.



## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website.  
[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **Monday 13th October**. Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

