HEAD OF STUDENT DATA, RECORDS & SYSTEMS

Endeavour MAT Central Team

Job Description

Salary range: £46,355pa - £54,299pa/ £53,143pa - £63,639pa), depending on experience

Grade: Endeavour MAT Support Staff, Grade 11/12

Reports to: Deputy CEO (Safeguarding & Education)

Line manages: School Exams Officers and Data Managers

Working pattern: All Year Round, 37 hours per week

Key contacts: Trust Executive Team, Head Teachers and senior leaders, School-based office staff

Job Purpose:

To provide a high-quality student data function to a growing multi-academy trust, ensuring the effective and efficient delivery of administrative and support services within schools and for Trust oversight by:

- Shaping and delivering an approach to student data which enables and supports progress and attainment, high standards of attendance and behaviour

- Providing expertise and guidance in the areas of examinations and admissions, ensuring school-based staff are equipped to deliver compliant and effective services in these areas

- Oversee all external reporting related to student data.

The post holder will contribute to the effectiveness of the Trust at the highest level, communicating within the Trust between Head Teachers, other SLT members and school-based data and examination staff.

Principal responsibilities & duties

Student Records and Data

- Lead school-based teams responsible for all aspects of student data, including, but not limited to the student data Management Information System (MIS), internal attainment data, attendance data, behaviour data, admissions data, exams and timetabling structures
- Ensure that processes relating to recording, analysing and reporting upon student data are efficient, effective, robust and deliver action to support students
- Be responsible for the accuracy, integrity, and quality of student record data, enabling data returns including but not limited to such as the School Census, and to produce management information to support strategic planning and operational delivery
- Advising senior leaders and managers on key student data issues

Leadership
- Line management of school-based Exam & Data managers.
- Presents to members of the executive team.
- Part of the Trust's central leadership team.

Resource Planning
- Support timetables and Business Managers with access to the data they need for Integrated Curriculum & Financial Planning, enabling school leaders to undertake effective resource planning.
- Engage with a range of relevant colleagues in the production of central data sets for planning purposes, particularly with regard to admission application numbers; admitted student numbers and examination entry numbers.
- Providing appropriate and progressive management information and analysis for use in our quality assurance processes and across other management functions as required

Data System Development
- Develop our student data MIS and related systems as analysis tools to provide high quality, easily accessible support for decision-making.
- Work closely and collaboratively with the Head of IT in the ongoing development and delivery of relevant trust-wide systems.
- Be able to maintain and modify Power Bi; dashboard linked to our MIS.

Other Aspects of the Role
- Provide Trust-wide oversight, advice and expertise to ensure compliance with JCQ examination requirements by school-based Exams Officers.
- Provide Trust-wide oversight, advice and expertise to ensure compliance with admissions code and appeals requirements by school-based Admissions Officers and external service providers used.
- Provide leadership to and development of capable teams in offices across the Trust delivering student records, data and systems activities.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

Person Specification

		Essential	Desirable
Qualifications	Degree	X	
	Higher degree or appropriate professional qualification		X
Experience	Experience of operational planning and the development of records, data, systems and planning functions.	X	
	Experience of development of data systems and implementing process improvements, including Power Bi.	X	
	Held previous position of management, able to establish credibility and build accountability.	X	
	Experience of working with DfE student data returns, or similar from another sector.	X	
	Experience of leadership and management working in a Student Records, Data and Systems, Planning department(s) in a school environment.		X
	Experience of working with bodies such as JCQ.		X
Training	Demonstrable commitment to ongoing professional learning and development.	X	
	Excellent communication/interpersonal skills working with Exam & Data teams across all the schools in the Trust.	X	
Knowledge and Skills	Working with data analysis tools.	X	
	Records, data management and analysis capability.	X	
	Process improvement capability.	X	
	Demonstrable planning capability.	X	
		X	
	Analyse data and create action plans.	X	
	Ability to manage both broad and detailed plans.	X	
	Ability to analyse data and transform into information for decision making.	X	
	Knowledge of student data systems		X
Attributes and Qualities	Ability to work independently as well as part of a team	X	
	Ability to deliver to fixed deadlines	X	
	Excellent organisational, planning and prioritisation skills	X	

Application Process

To Apply: Complete the online application process by visiting the Careers & Vacancies page of our Trust website www.endeavour-mat.co.uk We regret that we are unable to accept CVs

Closing Date: Midnight, Sunday 10th August 2025

Interviews: Skills test and interviews provisionally booked for w/c 18th August, (date to be confirmed)

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.