



LEIGH
Academies Trust

Job Pack

Central Data Manager
Leigh Academies Trust

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

Job Title: Central Data Manager

Reports to: Head of Data and Information Services

Location: Leigh Academies Trust

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- To ensure the precise, effective and consistent management and analysis of student data across assigned Academies within the Trust, by utilising and maintaining implemented Management Information Systems (MIS).
- This role supports Academies in meeting Trust data requirements and statutory obligations, facilitating data-driven decision-making and school improvement through the strategic application of data insights.

Key responsibilities

Data Management, Reporting and Analysis

- Accountable for the effective maintenance, configuration, and optimisation of the MIS assessment module within allocated academies, ensuring that the system accurately reflects the agreed assessment framework and provides relevant data for analysis.
- Ensure data is available in the agreed format as required by the data calendar, facilitating timely and accurate reporting and analysis.
- Produce ad hoc reports as required which fall outside of the current Trust data provision to provide detailed insights for teachers and school leaders.
- Production and distribution of student progress reports, providing teachers, parents, and students with timely and accurate information about academic progress.
- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems to the central team for their consideration.

Statutory and Compliance

- Produce student census, liaising with appropriate staff in order to authorise the return, ensuring accurate and timely submission of student data to relevant authorities.
- Accountable for ensuring the accurate and timely submission of statutory data returns, such as census data, ensuring compliance with legal requirements.
- Accountable for maintaining compliance with data protection regulations such as GDPR, ensuring the privacy and security of student data.

Communication and Support

- Act as the first point of contact for all data related enquiries in the allocated Academies, referring complex requests or points of issue to the central team, providing efficient and



- effective support to school staff.
- Inform the central team if there are any Academy deadlines that may impact on data production, ensuring effective planning and resource allocation.
 - Liaise with the Analytics team to produce automation of any regular reporting requirements within the Academy, streamlining processes and reducing manual effort for data analysis.
 - Pass all requests for non-centrally managed system maintenance to the central team for consideration.

Operational and General Duties

- Make recommendations on school data collection, methods of analysis and methods of collection to improve current systems to the central team for their consideration, contributing to the ongoing development and refinement of data processes.
- Manage own workload raising issues with line manager, demonstrating effective time management and problem-solving skills.
- To travel to other academies providing support where needed as directed by the line manager, demonstrating flexibility and a commitment to collaborative working.
- Ad hoc curriculum assignment requests, supporting the curriculum team in ensuring accurate and timely data on curriculum assignments.
- Any other duty as required by the line manager commensurate with the post, demonstrating flexibility and adaptability in meeting the needs of the school.

Key Skills and Competencies

- **Data Analysis and Interpretation:** Advanced skills in data analysis and interpretation, with the ability to identify trends, patterns, and correlations in complex datasets.
- **Data Management:** Expertise in data management, including data collection, cleaning, storage, and organisation.
- **MIS Systems:** Proficiency in using and maintaining Management Information Systems (MIS), with a deep understanding of their functionalities and capabilities.
- **Data Protection and Compliance:** Knowledge of data protection regulations and compliance requirements, including GDPR, ensuring the ethical and legal handling of student data.
- **Problem Solving and Critical Thinking:** Strong problem-solving and critical thinking skills, with the ability to identify and resolve data-related issues and challenges.
- **Communication and Collaboration:** Excellent communication and collaboration skills, with the ability to work effectively with school leaders, teachers, and other stakeholders.
- **Time Management and Organisation:** Strong time management and organisational skills, with the ability to prioritise tasks and meet deadlines.
- **Adaptability and Flexibility:** Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Leadership and team management skills.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.



All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Central Data Manager, we would expect candidates to demonstrate:

Qualifications and Training

Essential

- Knowledge of GDPR and data protection compliance relevant to an educational setting.

Desirable

- Relevant qualification in IT, Data Management, Statistics, or a related field.
- Evidence of continuous professional development in data management, MIS, or data protection.

Experience

Essential

- Proven experience in managing and maintaining a school Management Information System (MIS) (e.g., configuring assessment modules).
- Experience in producing and distributing student progress reports and other scheduled data reports.
- Significant experience in generating ad-hoc reports and providing detailed insights to staff and school leaders.
- Experience with statutory data returns and ensuring accurate, timely submission (e.g., census).

Desirable

- Experience liaising with technical or analytics teams to automate reporting processes.
- Experience in making recommendations to improve data collection and analysis methods.

Knowledge and Skills

Essential

- Up-to-date knowledge of statutory data returns (e.g., school census).
- Advanced skills in data analysis and interpretation, with the ability to identify trends, patterns, and correlations in complex datasets.
- Expertise in data management principles, including collection, cleaning, storage, and organisation.
- High proficiency in using and maintaining MIS systems, demonstrating a deep understanding of functionalities.
- Strong problem-solving and critical thinking skills to identify and resolve data-related issues efficiently.
- Excellent communication skills (written and verbal) to explain complex data clearly to technical and non-technical stakeholders (e.g., teachers, parents).
- High level of accuracy and attention to detail for all data entry, configuration, and reporting tasks.



Desirable

- Working knowledge of SQL, advanced spreadsheet functions, or data visualisation tools.

Personal Qualities and Attributes

Essentials

- Exceptional time management and organisational skills, with a track record of meeting strict data calendar deadlines.
- Proactive and resourceful approach to managing an independent workload and raising issues as needed.
- Adaptability and flexibility to manage changing priorities, ad hoc requests, and support needs across different academies.
- A high level of professionalism and discretion when dealing with sensitive student data.
- Ability to act as an effective first point of contact for data enquiries, demonstrating strong customer service.
- Excellent organisational and planning skills with outstanding attention to detail.
- To ensure the precise, effective and consistent management and analysis of student data across assigned Academies within the Trust, by utilising and maintaining implemented Management Information Systems (MIS).
- This role supports Academies in meeting Trust data requirements and statutory obligations, facilitating data-driven decision-making and school improvement through the strategic application of data insights.

Desirable

- Leadership skills and the ability to work collaboratively as part of a central and school-based team.
- Demonstrate a high level of initiative.
- Computer literacy in relevant applications.
- Committed and enthusiastic.

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

