



# Candidate Briefing Pack

## Data Manager

(Managed Services)

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# Join our team

## Recruitment information for Data Manager

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## A warm welcome from our CEO, Robert Farmer

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Thank you for expressing an interest in joining Hamwic Education Trust (HET).

An exciting opportunity has arisen for a Data Manager to join our Managed Service Team.

HET has a strong managed service team who, working with our school leaders, support our schools with all aspects of running a successful school. The team consists of 40 members of staff covering education, safeguarding, behaviour, Finance, HR, IT and Estates.

As of 1 January 2025, HET comprised of 6 local partnerships containing 37 academies, more than 12,000 pupils and over 1,800 staff. The 37 academies consist of 34 primaries, 2 secondaries and 1 hospital school. The 6 local partnerships are spread across Portsmouth, Southampton, Poole, and Dorset.

A few years ago, saw the launch of our Hamwic Education Foundation, our fundraising arm which supports some of our children and families. Last year we provided over 600 Christmas Eve boxes and were able to help support some pupils and families with music lessons, warm bedding and electrical goods

At HET we are passionate about the central role of education in improving individual life chances for children and young people. We bring professional expertise and experience to secure the highest possible achievement for all. We believe in a local education, with the freedom to collectively support the needs of the community it serves.

Thank you for your interest in joining our highly skilled team and supporting our schools. I wish you luck with your application.



## Vision & Values

All Hamwic pupils receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities.

### ‘All about the Child’

We put the child at the heart of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

### ‘What about Sam’

Sam is the name we give to the notional Hamwic child. By asking ourselves ‘what about Sam’ we ensure that we put our pupils at the centre of our decision making.

## Our Team Non-Negotiables



*All about the child*

# Our Schools



## Jefferys Education Partnership

Hollybrook Infant School  
Hollybrook Junior School  
Shirley Infant School  
Shirley Junior School  
Southampton Hospital School  
Upper Shirley High  
Wordsworth Primary School



## Edwin Jones Partnership

Beechwood Junior School  
Glenfield Infant School  
Harefield Primary School  
Ludlow Infant School  
Townhill Infant School  
Weston Park Primary School  
Weston Shore Infant School  
Weston Secondary School



## Ridings Partnership

Gatcombe Park Primary School  
Westover Primary School



## Hillary Partnership

Bearwood Primary School  
Hamworthy Park Junior School  
Henbury View First School  
Hillbourne Primary School  
Lytchett Matravers Primary School  
Springdale First School  
Twin Sails Infant School  
Upton Infant School  
Upton Junior School  
Wimborne First School



## Mayflower Partnership

Sholing Infant School  
Sholing Junior School  
Thornhill Primary School  
Woolston Infant School



## Greenway Partnership

Bishop Aldhelms CE Primary School  
Hampreston CE VA First School  
Livingstone Road Infant School  
Livingstone Road Junior School  
Pimperne CE Primary School  
Talbot Primary School

# Staff Benefits and Wellbeing

As an employee at HET, you will have access to a range of staff benefits and health and wellbeing programmes.

**Training** - Excellent Continuous Professional Development, training and development opportunities for staff across HET such as networks, conferences, forums, specialised training and qualifications.

**Pension** – Eligibility to join the Local Government Pension Scheme, one of the largest pension schemes in the UK. Plus, opportunity for enhanced Additional Voluntary Contributions (AVC) scheme.

**Generous Annual Leave Entitlement.**

**Staff Benefits Portal** - Operated through Vivup, employees receive great discounts, reloadable cards, cash back and instant voucher options available across high street retailers, most supermarkets, restaurants, days out and travel companies as well as discounted gym memberships and much more.

## Wellbeing Support

- Trust Health and Wellbeing Intranet – full of resources, helpline contacts
- Webinars on health, wellbeing and financial wellbeing
- Supervision for DSLs and School Leaders.

**Employee Assistance Programme (EAP)** - Free confidential counselling support for employees and immediate family members through Spectrum Life. Employees can also have access to health and wellbeing programmes, guidance, resources and webinars.

**Headspace Meditation App** – Free access to the meditation app for employees to help to train the mind for a healthier, happier life.

**Free Eye Checks** - Users are able to claim back up to the value of £25 for an eye test and up to £60 towards the purchase of glasses specifically for the use of display screen equipment.



All about the child

## ADVERT



- Role:** Data Manager
- Place of Work:** Hybrid working with regular visits to Head Office in Nursling, Southampton
- Accountable to:** Director of IT
- FTE:** 37 hours per week, 41 weeks per year (Term Time plus 2 weeks)
- Remuneration:** Grade 9 (£40,476 to £44,710 FTE) **Actual Salary:** £36,739 to £40,582
- Start Date:** As soon as possible
- Closing Date:** Friday 14<sup>th</sup> March 2025, 12pm
- Shortlisting:** Monday 17<sup>th</sup> March 2025
- Interviews:** Friday 21<sup>st</sup> March 2025

### JOB/PERSON SUMMARY:

**We are seeking to appoint an experienced and highly motivated Data Manager to support the work of HET with centralising report data from MIS, HET systems, and other sources, into a single reporting dashboard.**

This new role will help to provide a comprehensive MAT data management and reporting service, involving the design and set up of data systems to capture and analyse MAT and school level data, the design and production of reports to inform the decision-making of senior leaders and trustees, and the design and production of data information reports to the relevant stakeholders.

The successful applicant will report directly to the Director of IT.

## **WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:**

- Is an experienced IT professional, preferably with school experience, with a proven track record who can effectively collate and interpret data from a variety of sources and across multiple schools.
- Can create and present reports for multiple audiences.
- Has significant experience of working with reporting platforms.
- Has excellent organisational, communication and interpersonal skills.
- Can work well under their own initiative, using time efficiently.
- Can complete work to a high standard.
- Is self-motivated and who can actively support the data vision and improvement plan for HET and schools.

## **WE CAN OFFER YOU:**

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- The opportunity to lead within, and to contribute to HET.
- Excellent CPD opportunities and training and development programmes.
- An individual induction programme supported by a mentor.
- Eligibility to join the Local Government Pension Scheme.
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service.
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment.
- Access to HET Health and Wellbeing support and resources.
- Access to a staff benefits portal.
- Free confidential telephone and face to face counselling for staff and family members.

If you are looking for an opportunity that will allow you to progress and develop alongside our growth and development, and you can demonstrate a proven track record in effectively managing resources and ICT networks, we want to hear from you.

If you would like to discuss the role further, please contact our HR team by emailing [recruitment@hamwic.org](mailto:recruitment@hamwic.org) to arrange an informal chat.

## **APPLICATION PROCEDURE:**

If you wish to apply for this position, please complete an application form which can be found at [www.hamwic.org/category\\_vacancies/managed-services/](http://www.hamwic.org/category_vacancies/managed-services/) and return to [recruitment@hamwic.org](mailto:recruitment@hamwic.org) **CV's will only be accepted along with a completed application form.**

**Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.**

## **HAMWIC EDUCATION TRUST:**

Hamwic Education Trust (HET) is the Trust for schools that form part of Jefferys Education Partnership, Edwin Jones Partnership, Ridings Partnership, Greenway Partnership, Mayflower Partnership and Hillary Partnership.

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and



estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

**SAFEGUARDING:**

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

HET is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service.

## JOB DESCRIPTION



<b>Job Title:</b>	Data Manager
<b>Remuneration:</b>	Grade 9
<b>Accountable to:</b>	Director of IT
<b>Place of Work:</b>	Hybrid working with regular visits to Head Office
<b>Hours:</b>	37 hours per week, term time plus 2 weeks

### **Key Purpose:**

To support the Director of IT in establishing and maintaining a comprehensive data reporting service for Hamwic Education Trust (HET) ensuring accurate and insightful data analysis at both HET and individual school levels.

1. Design, implement, and maintain robust data systems to capture and analyse data across HET and its schools.
2. Ensure data systems are scalable, secure, and aligned with HET's strategic goals.
3. Develop and produce detailed reports for various stakeholders, including senior leadership and school leaders.
4. Utilise data visualisation tools to present data in a clear and actionable manner.
5. Identify, investigate, and resolve any inconsistencies or inaccuracies in the data used for reporting.
6. Implement data validation processes to ensure the integrity and reliability of data.
7. Work closely with the Managed Service Team and school leaders across HET to develop and support data systems that drive school improvement.
8. Provide training and support to staff on data systems and reporting tools.
9. Stay updated with the latest trends and best practices in data management and reporting.
10. Proactively seek opportunities to enhance data systems and reporting processes to better support HETs' objectives.

## **Main Responsibilities:**

### **Data Management:**

1. Lead and manage HET's data management function ensuring that systems are up to date and fit for purpose
2. To be the first point of contact and support for leaders across all Hamwic Education Trust academies in relation to data management and processing.
3. Manage the partnerships and relationships, which underpin the effective operation of the MAT's data management function.
4. Overseeing and supporting data management processes across HET, with a particular focus on ensuring accuracy, consistency, and accessibility of data at all schools within HET.
5. To provide trust wide expertise in all aspects of commonly used Management Information Systems (Bromcom) and other core data handling systems (such as SISRA, FFT Aspire, assessment platforms, etc).
6. Ensuring that managers are aware of any concerns regarding the validity or accuracy of data.
7. Provide analysis of business performance data per school across HET, developing reports to senior executives and committees.
8. Reading and interpreting DfE guidance on Data, including Ofsted requirements, changes in policy and practice, providing guidance and disseminating information to key stakeholders e.g. census changes, etc.
9. Attend regular meetings with key stake holders to interpret, scope and implement change.
10. To advise schools and staff on methods of accessing information and to provide in-house training on data interpretation, results and findings. To assist staff in the use and understanding of data/target setting. This may include the delivery of INSET to staff using own resources and systems.
11. Liaise with key stake holder to understand their reporting requirements, to present analysis, feed into strategy, discuss the impact of any recent updates from the DfE and find what's coming up to help plan workload.
12. To coordinate and provide escalated support for statutory returns, including those to DfE at census points.
13. Identifying opportunities to streamline and automate data processes, enhancing efficiency and user experience while adhering to GDPR and safeguarding standards.
14. Co-ordinate the flow of data within the MAT to improve systems, minimise duplication and increase productivity.
15. Where necessary, carry out or create the right guides for data input teams, for data cleansing to ensure the data is accurate and meaningful
16. Maintaining relationships with internal and external stakeholders, acting as a point of contact for data-related queries, and ensuring clarity and transparency in data processes.
17. Automating data collection, transformation and loading processes to ensure timely and accurate reporting to key stakeholders.
18. Troubleshooting and resolving issues related to data automation processes.
19. Supporting and training colleagues, including teachers, to input and process and analyse data within specific deadlines.
20. Document systems, processes, and data workflows for future reference and knowledge sharing.

### **Assessment:**

1. Assist with the design and set up of systems for capture of MAT level data for achievement and progress and all other educational KPIs.
2. Creating and analysing student progress data to generate reports and actionable insights for school leaders and HET's senior management, aligning data outputs with strategic priorities.
3. Preparing analysis and reports of the outcomes of external examinations and assessments including KS1 and KS2 SATs and GCSE/A Level results (in August) across HET.

### **Compliance:**

1. Support the Head of Compliance in dealing with Subject Access Requests, Freedom of Information Act Requests and in ensuring that GDPR legislation and best practice is complied with.
2. Ensure data is maintained and stored in accordance with the requirements of GDPR.

3. Lead the MAT's response to statutory and regulatory data returns and respond to any other requests for bespoke analyses, freedom of information requests, subject access requests and summaries of data.

***Other Duties:***

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

- Support the aims, values, mission and ethos of HET 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 HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET 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.**

<b>Attributes</b>	<b>Essential (E) / Desirable (D)</b>	<b>Measures: Application form (A), interview (I)</b>
<b>QUALIFICATIONS</b>		
Educated to at least A Level or equivalent or have relevant vocational experience	<b>E</b>	<b>A/I</b>
Recognised GCSE or equivalent qualifications in English and Mathematics (Grade C / 4 or above)	<b>E</b>	<b>A</b>
<b>EXPERIENCE</b>		
Experience of working with data systems in an educational environment	<b>D</b>	<b>A/I</b>
Experience with Managing data across multi establishments	<b>E</b>	<b>A/I</b>
Experience of producing accurate data for reporting and assessment	<b>E</b>	<b>A/I</b>
Experience of managing and maintaining student management systems	<b>E</b>	<b>A/I</b>
Experience of producing and analysing data reports for various stakeholders	<b>E</b>	<b>A/I</b>
Experience of coordinating and administering internal and external examinations	<b>D</b>	<b>A/I</b>
<b>KNOWLEDGE &amp; SKILLS</b>		
Understanding of data requirements for schools, including statutory reporting (e.g., school census)	<b>D</b>	<b>A/I</b>

Knowledge of curriculum and assessment data processes, including target setting and student progress tracking	<b>D</b>	<b>A/I</b>
Ability to interpret and analyse data and information to make decisions or recommendations	<b>E</b>	<b>A/I</b>
Evidence of recent continued professional development relevant to the role	<b>D</b>	<b>A/I</b>
Ability to work independently in a leadership role and influence others effectively	<b>E</b>	<b>A/I</b>
Ability to maintain a high level of accuracy and attention to detail when working with large data sets and complex systems	<b>E</b>	<b>A/I</b>
Strong organisational and time management skills, with the ability to manage conflicting priorities and meet tight deadlines	<b>E</b>	<b>A/I</b>
Excellent communication skills, including the ability to produce high-quality written reports and statistical analysis for various audience	<b>E</b>	<b>A/I</b>
Creative problem-solving skills and the ability to develop innovative solutions for system and data challenges	<b>E</b>	<b>A/I</b>
Ability to train and support staff in the use of data systems and compliance protocols	<b>E</b>	<b>A/I</b>
Confident and professional when liaising with diverse stakeholders, including external organisations	<b>E</b>	<b>A/I</b>
Willingness to display flexibility in working hours to meet HET's needs during critical periods	<b>E</b>	<b>A/I</b>
Demonstrated knowledge of safeguarding protocols and school policies related to child protection and data security	<b>E</b>	<b>A/I</b>
Ability to carry out survey design, execution, analysis and reporting	<b>E</b>	<b>A/I</b>
Excellent numerical skills with ability to analyse quantitative and qualitative data	<b>E</b>	<b>A/I</b>
Understanding database structures and ability to manipulate large, complex datasets	<b>E</b>	<b>A/I</b>
Knowledge of relevant policies, codes of practice and legislation regarding Data Protection	<b>D</b>	<b>A/I</b>
Ability to work with various reporting tools and platforms e.g. Advanced Excel, PowerBi, etc.	<b>D</b>	<b>A/I</b>
Ability to produce a range of data reports and presentations to a high standard for a wide variety of audiences	<b>E</b>	<b>A/I</b>
Knowledge of educational management information systems	<b>D</b>	<b>A/I</b>
Knowledge of school and MAT structures	<b>D</b>	<b>A/I</b>

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