LONDON SOUTH EAST ACADEMIES TRUST

CANDIDATE PACK

Data Systems and Intelligence Manager



Start date:
ASAP

Location:
The Walnuts
Orpington
Kent
BR6 0TE

Part of

Elevare® CIVIC EDUCATION GROUP

LONDON SOUTH EAST ACADEMIES TRUST

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities



LONDON SOUTH EAST ACADEMIES TRUST



Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



> The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

LONDON SOUTH EAST ACADEMIES TRUST

Post: Data Systems and Intelligence Manager (Trust)

Responsible to: Group Director of MIS

Spine Point: SCP 44-48 on the Bromley College Harmonised Payscale

Tenure: Permanent

We are looking for someone who is technically strong but who can also make data understandable and useful.

You will have significant experience of working with data, management information or business intelligence, ideally within education. You should be confident working with Arbor or a similar school MIS, alongside Power BI and SQL, and comfortable handling and analysing complex datasets.

You will also need to be able to work with people at different levels across the organisation. You might be developing a detailed dashboard one day and helping a school colleague understand their data the next.
Experience of SharePoint, Power Automate, data warehousing or other automation and reporting tools would be useful, but just as important is a practical approach and the ability to spot where systems and processes could work better.

London South East Academies Trust is looking for an experienced Data Systems and Intelligence Manager to join our team and lead the development of data, reporting and management information across the Trust.

This is an important role for LSEAT. Good data underpins the decisions we make across our schools, whether that is understanding pupil performance, identifying where support is needed or giving leaders and governors a clear picture of how we are doing.



Job Description

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MAIN PURPOSE OF THE JOB

The Data Systems and Intelligence Manager (Trust) is responsible for shaping, managing, and delivering high-quality data, insights, and reporting across the Multi-Academy Trust (MAT). This role ensures that leaders, managers, and school teams have access to accurate, timely, and meaningful information to support strategic decision-making, operational planning, and continuous improvement. The postholder will act as the expert in data systems, reporting tools, and intelligence processes—leading the development of a data-driven culture and supporting schools and college teams to enhance their own reporting capabilities.

You will take the lead on our use of Arbor MIS, working closely with colleagues across our schools to make sure our data is accurate, consistent and being used effectively. You will also develop our reporting and business intelligence, using Power BI, SQL and the Microsoft Power Platform to make information easier to access and understand.





Job Description

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KEY RESPONSIBILITIES OF THE JOB HOLDER

1. Data Management & Reporting
   - Lead the collection, curation, validation, and analysis of data from multiple sources, including Arbor MIS and other operational systems.
   - Produce high-quality dashboards, reports, and intelligence summaries for senior leaders, management teams, and governing bodies.
   - Ensure reporting is accurate, timely, and aligned with organisational priorities and statutory requirements.
   - Develop and maintain automated reporting pipelines using Power BI and the Microsoft Power Platform.

2. Systems Leadership
   - Act as the organisational lead for Arbor MIS, ensuring effective use, data quality, and system optimisation across all teams.
   - Work collaboratively with schools to support their use of Arbor MIS, including training, troubleshooting, and developing local reporting solutions.
   - Oversee the integration of data across systems, ensuring consistency, accuracy, security, and reliability.

3. Cross-Team Collaboration
   - Work closely with education, safeguarding, HR, finance, and operations teams to understand their data needs and deliver tailored reporting solutions.
   - Facilitate a shared understanding of data definitions, processes, and standards across the organisation.
   - Support schools and departments to develop their own dashboards, KPIs, and intelligence frameworks.

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4. Data Governance & Compliance
- Ensure all data handling complies with GDPR, safeguarding requirements, and organisational policies.
- Maintain robust processes for the safe and appropriate handling of qualitative and quantitative data.
- Promote best practice in data security, retention, and ethical use of information.

5. Innovation & Continuous Improvement
- Drive the development of new reporting tools, dashboards, and intelligence products using Power BI, SharePoint, and the Power Platform.
- Identify opportunities to streamline workflows, automate processes, and improve data accessibility.
- Lead training, workshops, and guidance materials to build data literacy across the organisation.

GENERAL

The duties and responsibilities attached to posts may vary from time to time, including but limited to:
Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager, Compliance with health and safety policies and procedures and risk assessment, Sharing in the Trust's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, Awareness of the Trust's Equality and Diversity Policy and targets, and actively promoting equality of opportunity, Ensuring adherence with Risk Management Policy

The scope of this profile reflects the needs of the business at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties as may reasonably be required.





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Our Values

SUCCESS
Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK
We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT
We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT
We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE
Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

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Qualifications	Desirable	Essential
Degree-level qualification, relevant professional qualification or substantial equivalent experience in data analysis, management information, business intelligence or a related discipline		✓
Evidence of continuing professional development		✓
Knowledge and Experience	**Desirable**	**Essential**
Experience of using education datasets and performance measures, including Ofsted data such as national achievement rates, accountability measures and sector benchmarking information		✓
Detailed knowledge of data collection methodologies, analytical principles and reporting techniques		✓
Advanced experience working with Arbor MIS or similar school management systems		✓
Advanced experience of SQL reporting technologies, including SQL Server Reporting Services and Power BI		✓
Experience in data modelling, business intelligence development and dashboard design		

Experience in data modelling, business intelligence development and dashboard design		✓
Experience of developing and monitoring KPIs and performance frameworks within an education context		✓
Proficiency with SharePoint, Power Automate, and wider Microsoft Power Platform tools		✓
Experience of analysing complex datasets and producing meaningful reports and recommendations for a range of audiences		✓
Experience of data warehousing, automation technologies or AI-enabled reporting solutions	✓	
Qualifications	**Desirable**	**Essential**
Ability to present complex information clearly to a range of audiences, including senior leaders and governors		✓
Ability to train and coach others in data tools and reporting techniques		✓
Excellent analytical and problem-solving skills		✓
Ability to identify trends, risks, opportunities and performance improvement actions		✓

Ability to organise, prioritise and manage multiple competing demands		✓
Ability to work under pressure and meet challenging deadlines while maintaining a high level of accuracy		✓
Excellent written, verbal and presentation skills		✓
Ability to build effective relationships with stakeholders at all levels of the organisation		✓
Ability to identify opportunities for innovation and continuous improvement in systems and processes		✓
Other Qualities	**Desirable**	**Essential**
A flexible and adaptable approach to work		✓
A professional, proactive and solutions-focused approach		✓
Commitment to delivering a high-quality, customer-focused service		✓
An understanding of, and commitment to, the Groups equality, diversity and inclusion policies		✓
Commitment to continuous professional development at personal and team levels		✓
Ability to work effectively in a changing environment		✓

Analytical thinker with strong attention to detail		✓
Commitment to operating in accordance with the Groups Health and Safety policies and procedures		✓
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults		✓

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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

Closing date: 27th November 2026

Interviews: TBC



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