

Job Description

Job Title: Management Information Officer

Reporting to: Director of Data & Exams

Grade: SO1

Accountable for: The accurate and timely production of management information and data analysis for the Trust.

Contract Type: Full Time

Overall purpose of the post:

To produce and maintain a suite of management information reports and analysis for the Trust. Working directly to the CEO in order to meet the data requirements of the Trust and its Executive Leadership Team.

Main duties and responsibilities:

- Produce relevant Management Information for the Trust, accurately and in a timely manner
- Work closely with the Trust CEO, Executive Director of Curriculum and Director of Data & Exams to increase our management information reporting and analysis to support decision making as part of raising achievement
- Maintain central reports and systems to ensure data is up to date and accurate
- To respond to any short term / ad hoc requests for MI from the Trust CEO or other members of the Executive Team
- Provide support to the OGAT Senior Data & Exams team
- Supporting the Director of Data & Exams with the development and rollout of new data systems.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, depending on the requirements of the Academy.

Special Features

- 37 hours Monday to Friday
- Normal base is Outwood Grange Academy; you will be required to attend OGAT meetings as requested at other Academy locations.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.