ERSKINE STEWART'S MELVILLE SCHOOLS

Job Description

Data and Reporting Lead

Purpose of Job

The Data and Reporting Lead will be responsible for managing and overseeing the school's data systems and reporting processes. This role involves ensuring data integrity, developing and maintaining data reporting tools, and providing insights to support decision-making across the school. The successful candidate will work closely with various departments to understand their data needs and deliver accurate and timely reports.

Accountability and Authority

The Data and Reporting Lead has delegated authority for their responsibilities delegated to them by the Director of Data & ICT Services.

Direct Reports

The Data and Reporting Lead will report to the Director of Data & ICT Services.

Key Relationships

The Data and Reporting Lead will work independently, and coordinate with Director of Data & ICT Services, and other member of the ELT. The role will also coordinate with Deputy heads for Academic reporting and other leaders for reporting in support teams.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community
- Fostering an environment that supports the development of these values among students and staff

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning of responsibilities
- Developing a culture of high expectations for all and taking action when performance

does not live up to these
- Taking responsibility for personal development

Community

- Positive relationships with the wider ESMS community
- Working in collaboration with other independent schools to promote effective initiatives and share good practice

Safeguarding

- Adhering to the principles and guidelines of "Getting It Right For Every Child" (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount

Supporting the leadership of the Schools - Duties and Responsibilities:

- **Data Management:** Oversee the collection, storage, and management of data across the school. Ensure data accuracy, integrity, and security.
- **Reporting:** Develop and maintain, data models, reporting tools and dashboards to provide insights to school leadership and other stakeholders. Generate regular and ad-hoc reports as required.
- **Data Analysis:** Analyse data to identify trends, patterns, and insights that can inform decision-making. Provide recommendations based on data analysis.
- **Collaboration:** Work closely with different departments, including academic, administrative, and IT, to understand their data needs and provide support.
- **Training:** Provide training and support to staff on data-related tools and processes. Promote a data-driven culture within the school.
- **Compliance:** Ensure compliance with data protection regulations and school policies. Maintain up-to-date knowledge of relevant legislation and best practices.
- **Strategy Development:** Develop and implement data and reporting strategies to support the school's goals and objectives. Ensure alignment with the overall strategic plan.
- **Application Analysis and Support:** Conduct analysis of the Management Information System (MIS) and other potential applications to ensure alignment with the data & reporting strategies. Support the deployment of these systems with data architecture, data cleansing and migration expertise.

Person Specification:

	Essential Criteria	Desirable Criteria
Experience	- Proven experience in data management, reporting, and analysis. - Proven experience of determining a data and reporting strategy and delivering against this.	Experience of working in an education environment.

	• Understanding of data architecture.	
Education/Qualifications	• Bachelor's degree in Data Science, Information Technology, Statistics, or a related field.	
Skills/ Abilities/ Capabilities	• Strong analytical and problem-solving skills. • Proficiency in data analysis tools and software (including SQL, Excel & Power BI). • Excellent communication and interpersonal skills. • Ability to work independently and as part of a team. • Attention to detail and a high level of accuracy.	
Personal Attributes	• Strong organisational skills and the ability to manage multiple tasks simultaneously. • A proactive approach to problem-solving and continuous improvement. • Commitment to maintaining confidentiality and data security. • Enthusiasm for working in an educational environment and supporting the school's mission and values.	

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff
- Develops individuals' capabilities
- Uses courage, care and curiosity to deal with conflict.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a permanent, full-time position available immediately (subject to satisfactory pre-employment checks).
Hours of Work	The hours of work will be full time, Monday-Friday 8.30am-4.30pm, with 45 minutes unpaid for lunch, totalling a paid working week of 36.25 hours.
Salary	The salary is £48,002 per annum (ESMS Support Staff K Scale).
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday when the schools are closed. The Schools holiday year runs from January to December.
Location	The postholder will work across both sites at Ravelston and Queensferry Road. The role is site-based with opportunity to work from home.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Friday, 10 January 2025.

Interviews will take place as and when suitable applications are received. Due to this, the Recruiting Manager has the right to close the vacancy early if an offer of employment is accepted.