HARROGATE COLLEGE | Keighley College | LEEDS CITY COLLEGE | LEEDS CONSERVATOIRE | Leeds Sixth Form College | Pudsey Sixth Form College | University Centre Leeds

Luminate EDUCATION GROUP

Job Description

Group Member:		Luminate Group Services	
Job Title:		Data & Performance Officer	
Reports to:		Data and Performance Manager	
Job Grade	B	**Department**	Quality of Education

ROLE SUMMARY:
In this role, you will balance practical, hands-on data management with active staff engagement across the group. You will cleanse, prepare, and analyse data, build practical reports and dashboards, and ensure strict compliance with data governance and GDPR standards. Equal emphasis is placed on collaboration and communication: you will serve as an approachable point of contact for data queries, translate analytical findings into clear business insights, and design and deliver engaging, bespoke training sessions to build staff confidence in using core information systems.

SPECIFIC ROLE RESPONSIBILITIES:
1. Collaborate closely with departmental stakeholders to understand practical reporting needs and clarify information requirements.
2. Collect, clean, and consolidate routine data from multiple core systems, ensuring accuracy, quality, and consistency.
3. Create and maintain user-friendly reports, visual dashboards, and tracker tools to support ongoing operational monitoring and planning.
4. Identify, analyse, and interpret trends or patterns in data sets.
5. Communicate analytical findings clearly to non-technical colleagues, translating data into accessible insights for daily decision-making.
6. Exercise absolute integrity regarding confidential matters, carrying out regular accuracy checks on data while maintaining GDPR and relevant data standards.
7. Contribute to data project evaluations and reviews so that lessons learned can inform future data projects.

CORE RESPONSIBILITIES:
1. Serve as a responsive, friendly primary point of contact for queries regarding Quality of Education data and software systems, providing prompt guidance and administrative assistance.
2. Proactively design, organise, and facilitate interactive, bespoke training sessions and step-by-step guides to upskill staff and boost their system confidence.
3. Deliver excellent customer service and contribute to a mutually respectful, supportive team ethos within the Quality of Education Directorate.
4. Support wider college business and events as part of the ‘I’m In’ culture where needed, including enrolment, GCSE exams, open days, and awards events.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative
Proactively seeking opportunities to create synergies and positive outcomes for all

Passion
Encouraging all to have aspiration and passion in everything they do.

Creative
Always hungry to learn and looking ahead so we can be responsive

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Person Specification

Job Title:	Data & Performance Officer
Department	Quality of Education

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criterion is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Level 2 in English and Maths.	A / C
E	Appropriate level 3 or 4 qualification, in a relevant discipline that can be applied to the role.	A / C
D	Relevant customer service/business administration qualification or training	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Practical experience of using business or education software, including intermediate/advanced Excel (e.g. formulas, pivot tables) and Google Workspace applications.	A / I / T

E	Experience of using management information systems e.g. ProSolution, ProAchieve, OneFile	A / I
E	Proven experience of analysing datasets to identify trends and present clear, practical improvements.	A / I / T
E	Demonstrated track record of building positive, collaborative working relationships with staff at all organisational levels.	A / I
D	Experience of planning and delivering group workshops, training sessions, or one-to-one coaching on software tools and processes.	A / I
D	Experience of prioritising and organising workload, and working to deadlines.	A / I
D	Knowledge or experience of working in an FE or educational setting.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Strong practical IT, numerical, and data handling skills combined with exceptional attention to detail.	A / I / T
E	Ability to demonstrate objectivity and a confidential approach to data and information management.	A / I
E	Excellent interpersonal and communication skills, with the ability to explain technical and data concepts clearly to diverse audiences both verbally and in writing.	A / I
E	Ability to use own initiative and a solution-focused approach to impact positively on service delivery.	A / I
D	Ability to use Management Information Systems and data visualisation and analysis platforms to extract, analyse, and present data.	A / I

D	Ability to create engaging training materials, user guides, and interactive sessions tailored to different skill levels.	A / I
D	Ability to critically review past work and identify opportunities for improvement.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Support and promotion of equality, diversity and inclusion.	A/I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in.	I
E	Commitment to the PREVENT agenda.	I
E	Commitment to professional standards.	I
E	Commitment to restorative practice approaches.	I