

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

ROLE SUMMARY:

In this role, you will oversee all stages of data processing from collection and preparation to analysis and interpretation. You will design and maintain dashboards, track key trends, and present actionable insights to stakeholders while ensuring strict compliance with data governance, accuracy, and GDPR standards. Acting as the main point of contact for data queries, you will deliver bespoke systems training to build staff confidence and execute essential departmental administrative tasks.

SPECIFIC ROLE RESPONSIBILITIES:

1. Work with stakeholders to identify information requirements and establish reporting needs.
2. Identify, compile, cleanse, and utilise data from a range of different sources, ensuring consistency, quality, and accuracy.
3. Develop, produce, and maintain reports and dashboards as requested to monitor performance and identify risks and opportunities.
4. Identify, analyse, and interpret trends or patterns in data sets.
5. Summarise and present data analysis results to colleagues, helping them understand the data to inform evidence-based 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. Act as a point of contact for support and queries relating to Quality of Education information systems and data, carrying out routine administrative tasks as requested.
2. Support the development of staff skills and confidence in using Quality of Education data and systems through the delivery of bespoke training activities.
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

Enjoyment

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

Passion

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

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

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

Person Specification

Job Title:	Level 4 Data Analyst Apprentice
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 qualification (or above), 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	Experience of using IT for business or education, including Microsoft Excel, Outlook, and Google applications.	A / I / T
E	Experience of using management information systems e.g. ProSolution, ProAchieve, OneFile	A / I

E	Experience of analysing data sets to make recommendations for performance or process improvement.	A / I / T
E	Experience of developing positive professional relationships with a wide range of stakeholders from all levels of an organisation.	A / I
D	Experience of delivering training or workshops to individuals or small groups of stakeholders.	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	Excellent ICT, mathematical, and analytical skills with strong attention to detail.	A / I / T
E	Ability to demonstrate objectivity and a confidential approach to data and information management.	A / I
E	Ability to communicate effectively with stakeholders of all levels, 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 design and deliver training resources to upskill colleagues.	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