



Job Description

Job Title:		Data & Information Governance Technician			
JE Code:	A5536	Evaluation:	440 points	Grade:	N5
Date:	January 2025		Status:	Final	
Responsible to:		Data & Information Governance Manager			
Responsible for:		N/A			
Job purpose:		To support the provision of high quality and professional data services to all staff and students within the Trust and schools.			

Main responsibilities

The following is typical of the duties of the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Collate and format data from all schools across the trust to facilitate processing and presentation.
2. Present school and trust wide data for review and analysis by central and school staff.
3. Blend data by combining data from various sources and formats.
4. Collect, collate, analyse and evaluate information, ensuring accuracy of data and produce reports and information as required.
5. Attend and contribute to data related meetings as required.
6. Assist in the development of recording systems for data usage.
7. Collaborate with stakeholders at all levels with a view to creating value from data.
8. Contribute to the planning, improvement and organisation of data systems and procedures.
9. Work to Trust and school schedules, ensuring deadlines are met.
10. Train, brief and develop staff as appropriate in relation to data and information governance.
11. Provide support in reviewing and updating the content of trust policies and procedures that support data and information governance requirements.

12. Support in the preparation, analysis and reporting of the outcomes of external examinations and assessments including KS1 and KS2 SATs and GCSE/A Level results (in August) across the Trust.
13. Assist to co-ordinate the accurate and timely maintenance of the information asset registers and ensure that privacy notices are updated and data protection impact assessments are carried out as appropriate.
14. Support to investigate information security breaches and ensure agreed actions are implemented across Trust, its schools and NEAT Active Ltd.
15. Assist to co-ordinate responses to data subjects exercising their statutory rights (including subject access requests) and to parties making freedom of information requests.

Trust responsibilities

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Establish constructive relationships and communicate effectively with external agencies.
7. Participate in appraisal, training and development and other activities that contribute to performance management.
8. Attend and participate in regular team and 1:1 meetings.