

RECRUITMENT PACK

Business Intelligence
Analyst

CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader	3
Welcome from Angela Ager, Chair of the Board of Directors	3
Business Intelligence Analyst	4
Business Intelligence Analyst	5
Job Description	5
Job Purpose	5
Main Duties and Responsibilities	5
Business Intelligence Analyst	7
Person Specification	7
Business intelligence analyst	9
How to apply	9

WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

JOB ADVERT

BUSINESS INTELLIGENCE ANALYST

37 HOURS PER WEEK, FULL YEAR

GRADE 9, SCP 30 – 35 £40,777 - £46,142

REPORTS TO: HEAD OF OPERATIONS AND ESTATES

ACCOUNTABLE TO: CHIEF EXECUTIVE OFFICER (CEO)

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

Romero Catholic Academy Trust is growing, and we're looking for an experienced **Business Intelligence Analyst** to join our central team. This is an exciting opportunity to shape how data is used across our schools, helping us deliver excellence through insight, analysis and innovation.

In this role, you will lead the development and maintenance of Trust-wide MIS and reporting systems, building dashboards that bring together attendance, attainment, behaviour, finance and HR data. You will provide analysis and reporting that informs leadership decisions and drives school improvement, while also ensuring that statutory returns are accurate and completed on time. Alongside this, you will champion GDPR compliance and support data protection across the Trust, as well as training and supporting staff so that colleagues across our schools feel confident in using data effectively.

We are seeking a candidate with a strong academic background, ideally supported by a degree in data, statistics or computer science. You will have experience of working with MIS and performance data, preferably in an educational setting, and will be confident in using Excel and Office 365, with knowledge of BI tools such as Power BI or Tableau an advantage. Excellent analytical, communication and problem-solving skills are essential, as are the ability to manage projects, prioritise effectively and deliver to deadlines.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	22 nd September 2025
Shortlisting Date	24 th September 2025 at 12pm
Interview Date	29 th September 2025

BUSINESS INTELLIGENCE ANALYST

JOB DESCRIPTION

JOB PURPOSE

Do you love data more than pupils love snow days? As our Business Intelligence Analyst, you'll be the detective, translator and storyteller of the Trust's data world. Your mission: to turn spreadsheets, MIS systems, and endless rows of numbers into crystal- clear insights that help us raise standards, spot risks early, and improve outcomes for every child in our Schools.

You'll be the behind-the-scenes wizard who identifies that Year 10's maths results have dipped, which interventions are needed, and which gaps need plugging.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

DATA AND MIS STRATEGY

- Lead the development and maintenance of Trust-wide MIS and reporting systems.
- Deliver dashboards combining attendance, attainment, behaviour, finance and HR data.
- Work with leaders to design KPI's, target-setting approaches and risk registers.
- Act as the 'super user' during new MIS system implementations.

DATA MANAGEMENT AND REPORTING

- Collect, validate and analyse pupil performance, attendance, behaviour and exclusions data.
- Produce regular reports for Schools, senior leaders, governors, the Board and any other partners as necessary.
- Streamline reporting to make insights quicker, clearer and more impactful.
- Ensure statutory returns (DFE, Ofsted, LA) are completed accurately and on time.

BUSINESS INTELLIGENCE AND ANALYSIS

- Spot patterns, trends and anomalies, and present them clearly,
- Use visualisation tools (Power BI/ Tableau/ Excel) to make data accessible.
- Translate complex analysis into clear recommendations for leaders.
- Develop predictive models to forecast performance risks and opportunities.

DATA PROTECTION AND COMPLIANCE

- Ensure GDPR compliance and complete DPIA's.

- Support the Trust's Data Protections Officer in managing breaches, SARs and agreements.

TRAINING AND CAPACITY BUILDING

- Train staff across schools to use MIS and data systems effectively.
- Produce user guides and 'how-to' resources.
- Build a culture where everyone feels confident engaging with data.

PROJECT LEADERSHIP

- Lead projects such as MIS rollouts and new reporting tools.
- Maintain project plans, milestones and communications.
- Work collaboratively with IT, Operations and Education teams.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract. [Change as necessary based on post]

BUSINESS INTELLIGENCE ANALYST

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
Strong academic background at A-Level (or equivalent)	E	A / C
Degree in Data, Statistics, Computer Science or equivalent	D	A / C
Knowledge and Experience		
Experience of working with MIS and performance data	E	A / I / R
Experience of analysing and reporting on data within an educational organisation	D	A / I
Experience with project management or MIS rollout	D	A / I
Knowledge of national education accountability measures	D	A / I
Experience of working in a fast-paced environment and providing the flexibility to deliver to demanding deadlines	E	A / I
Skills and Abilities		
Proficiency in Excel and Office 365 tools	E	A / I / T
Ability to explain and present data in a way understandable and relevant to the audience	E	A / I / T
Familiarity with BI tools such as Power BI or Tableau	D	A / I / T
Ability to apply creativity and innovation when developing reporting strategies	E	A
Ability to present information in a clear, concise and accurate way	E	A / I
SQL or database management/ reporting skills	D	
Personal Qualities		
Analytical mind-set and excellent problem-solving skills	E	A / I / R
Self-motivation, pragmatic, enthusiastic and results-focused	E	A / I / R
Excellent communication skills	E	A / I / T
Committed to high standards and continuous improvement	E	A / I / R
Excellent prioritisation and time management	E	A / I
Willingness to contribute to the wider life of the Academy and Trust	E	A
Emotional resilience and flexibility- recognising that working in Education can be a demanding job but approach the challenge positively.	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity and supporting the ethos and values of the Trust	E	A

Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: September 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

BUSINESS INTELLIGENCE ANALYST

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	22 nd September 2025 at 12pm
Shortlisting Date	24 th September 2025
Interview Date	29 th September 2025

Completed application forms and associated documentation should be returned to the HR department via e-mail: careers@romerocat.com.