**DATA & EXAMS MANAGER**

**PERSON SPECIFICATION**

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| **Qualification** | * Educated to A level standard or equivalent | * Further or Higher education, preferably ICT, Computing or Maths related | * Application checked by original documentation |
| **Experience and Knowledge** | * Data analysis experience * External exams processes * Detailed knowledge of ICT applications including Microsoft Excel * Working knowledge of SIMS * Recent experience in a similar post * Understanding of data protection principles including new GDPR requirements | * In depth knowledge of SIMS * Working knowledge of MS Access * Secondary school experience | * Application form * Interview |
| **Skills and Abilities** | * The ability to work independently * The ability to present complex information in an accessible way to non-specialists * The ability to work under pressure, to deadlines and to prioritise workload * The experience and ability to deal positively with staff, children and parents * The ability to think strategically * Excellent communication and interpersonal skills * Decision making and initiative * Excellent standards of literacy, both verbal and written | * The ability to develop and improve administration systems | * Application form * Interview |
| **Attributes and Attitudes** | * Ability to establish and develop positive relationships throughout the school * Alignment to school values and ethos * Genuine passion and belief in the potential of every student * Confidentiality and discretion * Good attendance and punctuality * Robust good health * Professional integrity * Flexibility * Energy and enthusiasm * Common sense and sense of humour * Enhanced DBS clearance * A commitment to safeguarding the welfare of children * A commitment to equal opportunities |  | * Application * Interview * References |
| **Contra Indicators** | * Criminal convictions involving offences against children |  |  |

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.**