

Data and Examinations Manager Person Specification

| Selection Criteria | Essential (E) Desirable (D) | Evidence (Ev) Application Form (A) Application Letter (L) Interview Process (I) Reference (R) |
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| Qualifications <ul style="list-style-type: none"> • 5 GCSEs at Grade C or above or equivalent including Maths and English • NVQ3 in Business Admin or equivalent • Attainment of level 4 qualifications or equivalent | E D D | A A A |
| Experience <ul style="list-style-type: none"> • Experience of working in an educational environment • Experience of administrative work in a school/college environment. • Data management experience. • Well-developed ICT skills and experiences. • Proven experience of motivating, managing and training others and able to work collaboratively with colleagues • Experience of timetabling within an educational environment | D D E E D D | A/L A/L A/I A/L A/L A/L |
| Knowledge & Understanding <ul style="list-style-type: none"> • Knowledge of Child Protection and Safeguarding Procedures • Extensive knowledge of PC based software, especially Microsoft Excel and Word • Good understanding of Data Protection Compliance and other “codes of practice”/legislation • Knowledge of school based MIS systems. • Knowledge of KS3, 4 and 5 data systems | E E E D D | A/L/I A/L/I A/L A/L A/L |
| Skills <ul style="list-style-type: none"> • Good communication skills • Good oral & written skills. • Excellent ICT, organisational and administrative skills • Excellent interpersonal skills. • Ability to proactively organise own workload • Ability to prioritise and delegate work. | E E E E E E | L/I/R L/I/R L/I/R L/I/R L/I L/I |

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| <ul style="list-style-type: none"> • Ability to be innovative in finding solutions to problems. • Ability to maintain confidentiality and work with discretion and sensitivity • Ability to work to tight deadlines and meet strict deadlines whilst still maintaining a high quality of work and output • Ability to develop good relationships with staff, students and other partners • Flexibility and ability to work under pressure | E E E E E | L/I L/I/R L/I/R L/I/R L/I/R |
| Other <ul style="list-style-type: none"> • Ability to work on own initiative as well as part of a team • Good attendance record • Professional, tactful & sensitive. • A meticulous approach and attention to detail • Self-confidence, commitment, energy and patience • Enthusiasm and flexibility | E E E E E E | L/I I/R L/I R L/I I |