

**Data Manager/Examinations Officer**

**Person Specification**

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| **Essential** | **Desirable** | **Assessed by** |
| **Knowledge and Qualifications**NVQ Level 4 or equivalent qualification in relevant areas associated with the roleTraining and/or qualification in key ICT skillsProfessional knowledge of management information systemsExcellent numeracy, literacy, presentation and communication skillsKnowledge of KS2, 3, 4 and 5 assessment and reporting systems | Degree or equivalentEvidence of continuous professional development | **Application & Interview** |
| **Experience**Experience in the field of management information systemsSignificant experience of working successfully with high and varying workloads with tight deadlinesExperience of working with other agencies and professionalsExperience of contributing to and implementing policy and procedure | Experience of working in an educational establishmentExperience of leadershipExperience of multidisciplinary team workFamiliar with SIMS, NOVA T, RAISEOnline, FFT, ALPs etc | **Application & Interview** |
| **Skills and Competencies**Computer literate with high level ICT skillsAbility to present information in a logical, clear and concise formatAbility to work with autonomy within recognized boundariesExcellent organizational skills and accurate in all aspects of workAbility to motivate and influence othersHigh levels of emotional intelligenceHigh levels of interpersonal skills | Good sense of humourResilienceHigh expectations of self Continual professional developmentProfessional in all elements of the roleAbility to keep to deadlinesPositive and no excuse approachAspirational for self and othersAbility to receive and act on feedback | **Application & Interview** |