

Person Specification – Exams & Data Manager

Knowledge

- Considerable experience in working with School's MIS at a user level (SIMS)
- Experience of working within a group work environment
- Awareness of the Data Protection Act, and GDPR
- Broad knowledge of School Safeguarding procedures.
- Detailed understanding of structure and organisation of school data management/recording systems and ability to strategically plan for its development.
- Computer literacy, with skills in using software such as spreadsheets, word processing, email and databases

Skills

- An Effective communicator who can obtain/give information in a courteous way, and to resolve queries/filter callers where appropriate
- Have precision, speed and attention to detail in the use of IT systems
- Use computer systems accurately for word processing and to record information and generate reports
- To be discreet, confidential and reliable
- To have proven organisational skills – self and systems
- To be able to co-ordinate and prioritise workload

Personal Qualities

- To be able to use initiative and work in an environment with high levels of work-related pressure arising from interruptions and/or conflicting demands and responding in a calm way with a positive 'can do' attitude
- Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure
- To have the ability to prioritise workload in a constantly changing working environment frequently making independent decisions and using your own initiative
- To have the ability to work for lengthy periods of time with concentrated mental attention, but ensuring accuracy and complete correctness throughout
- Use your experience and expertise to contribute to the development of policy and resource issues with senior staff.
- To communicate effectively with all staff, students, parents/carers and external agencies
- Ability to work independently and be assertive
- Be smart in appearance, to promote the image of the academy effectively
- To be flexible in undertaking work and adaptable to changing routine and procedures