

Person Specification

**Job Title: Data & Exams Officer**

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Working with statistical analysis, management information and data collection. | ✓ |  |
| The use of ICT Systems and software, particularly Excel | ✓ |  |
| The use of software including SIMS.Net  | ✓ |  |
|  |
| **Education and Training** |  |  |
| English and Maths GCSE at Grade C or higher. | ✓ |  |
| Degree or equivalent qualification. |  | ✓ |
| Evidence of relevant professional development and qualifications. |  | ✓ |
|  |
| **Abilities and Skills** |  |  |
| Work on own initiative – think outside the box for problem solving. | ✓ |  |
| Self-motivation and the ability to motivate others within your team. | ✓ |  |
| Effective in developing relationships with a wide range of people including practitioners outside the department. | ✓ |  |
| Ability to work closely with SLT, business manager and teaching staff. | ✓ |  |
| Ability to analyse data. | ✓ |  |
| Ability to present data in a clear and concise manner for a range of audiences. | ✓ |  |
| Effective organisational skills. | ✓ |  |
| Effective communication skills. | ✓ |  |
| Accurate record keeping. | ✓ |  |
| Effective encouragement of all staff to adhere and meet deadlines.  | ✓ |  |
|  |
| **Personal Qualities** |
| Enthusiastic and positive with a can-do attitude. | ✓ |  |
| Well motivated and hard working. | ✓ |  |
| Entirely reliable. | ✓ |  |
| Complete understanding of confidentiality and data protection. | ✓ |  |
|  |
| **Additional** |
| Committed to safeguarding and promoting the welfare of children. | ✓ |  |
| Positive about young people and the importance of education. | ✓ |  |
| Flexibility to work throughout the administration of the Academy. | ✓ |  |
| Ability to work during August to support the results analysis. | ✓ |  |