SUPPORTING INFORMATION– PERSON SPECIFICATION NAME…………………………………………………………………………………

Please complete ALL Essential (E) Criteria and Desirable (D) Criteria if applicable

**Education & Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | E/D | Evidence/Response |
| 1 | Level 4 qualification in a relevant topic  | E |  |
| 2 | Level 2 (GCSE C or above, or equivalent) in English and Maths | E |  |
| 3 | Relevant Degree | D |  |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | E/D | Evidence/Response |
| 4 | Experience of managing data and overseeing a range of administrative and clerical support services  | **E** |  |
| 5 | Experience of overseeing a Management Information System | **E** |  |
| 6 | Experience of analysing data and producing reports in a format appropriate to the audience | **E** |  |
| 7 | Experience of writing custom reports for end- users | **E** |  |
| 8 | Experience of using computer packages for word processing, spreadsheets, databases and researching information | **E** |  |
| 9 | Experience of developing and evaluating systems and procedures to create more efficient and effective practices | **E** |  |
| 10 | Experience of training users to develop whole school data | **E** |  |
| 11 | Experience of motivating a team to work effectively with each other to meet deadlines and objectives | **E** |  |
| 12 | Experience of managing data within an educational setting | **D** |  |
| 13 | Experience of administrating a student records system including database administration | **D** |  |
| 14 | Experience of SQL server in an automated reporting environment | **D** |  |
| 15 | Experience of writing SSRS reports | **D** |  |
| 16 | Experience with SISRA Analytics | **D** |  |
| 17 | Experience of administrating and publishing data on web-based systems | **D** |  |
| 18 | Experience of line managing employees including recruitment, allocation of work, and performance management | **D** |  |

**Skills & Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
| 19 | Ability to demonstrate advanced and innovative Excel skills | **E** |  |
| 20 | Communication skills to deliver polite, courteous and efficient customer service, in person, in writing, and over the telephone | **E** |  |
| 21 | Interpersonal skills to build and maintain effective working relationships with colleagues, partners and pupils | **E** |  |
| 22 | Analytical skills to be resourceful and solve varied problems, through using own judgement to interpret information and situations | **E** |  |
| 23 | Initiative to independently make decisions without reference to a line manager | **E** |  |
| 24 | Organisational skills to work under pressure to prioritised and re-prioritise that of the team to meet potentially conflicting deadlines | **E** |  |

**Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
| 25 | Knowledge of data protection and information security and an understanding of why it is important to keep information confidential and secure within the school environment | **E** |  |
| 26 | Understanding of why safeguarding is important when working with children and young people | **E** |  |
| 27 | Knowledge and understanding of equality and diversity issues within the school environment  | **E** |  |
| 28 | Understanding of Data Protection Principles and GDPR legislations. | **E** |  |
| 29 | Knowledge of timetabling software | **D** |  |