

## DATA & EXAMINATIONS MANAGER - PERSON SPECIFICATION

SALARY: GRADE E2/E3 (PT 35 -PT 40)

36.5 hours per week (Term Time Only Plus Two Weeks)

Hours 8.30am-4.30pm (Mon – Thurs), 8.30am-3.30pm (Fri)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Extensive experience of developing, managing and continually improving data management systems</li> <li>• Extensive experience of developing, managing and continually improving data analysis and reporting systems</li> <li>• Evidence of advising and dealing effectively with stakeholders at all levels</li> <li>• Evidence of effective work with a range of agencies including Local Authority or similar</li> <li>• Knowledge and understanding of relevant data analysis and reporting requirements for schools/academies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or educational environment.</li> <li>• Experience of timetable construction</li> <li>• Experience of examinations in a secondary</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills that can be adapted to convey information to different audiences</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to meet tight deadlines, remain calm under pressure and make informed decisions</li> <li>• Able to support, encourage and empower others</li> <li>• Logical, reasonable, realistic and novel approach to problem solving</li> <li>• Ability to work under pressure, with accuracy, unsupervised and on own initiative</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE grade 4 or above in English and Mathematics or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Post-16 qualifications</li> </ul>
<b>APTITUDES</b>	<ul style="list-style-type: none"> <li>• Discretion when handling sensitive/confidential information</li> <li>• Commitment to the highest standards</li> <li>• High level of motivation and versatility</li> <li>• Optimistic and “can do” personality</li> <li>• High level of personal commitment to the role and personal accountability for its fulfilment</li> <li>• Reliable</li> <li>• Team player</li> </ul>	
<b>CONTRA-INDICATIONS</b>	<ul style="list-style-type: none"> <li>• Difficulties in relationships with colleagues or other agencies</li> <li>• Inability to work under pressure</li> </ul>	

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.