

Person Specification

Trust Data Services Manager

	Essential	Desirable
Qualifications, and Training	- GCSE English and Maths or equivalent qualification - Recognised qualification in Microsoft Excel.	- Level 3 Qualification - Recognised qualification in Microsoft Office
Experience, Knowledge and Understanding	- Experience of using of a management information system e.g. SIMS; EMS - Experience of leading a team - Experience of delivering training with confidence and impact - Advanced user of Microsoft Excel software - Experience of carrying out data analysis and manipulation - Knowledge of national assessment requirements across all key stages. - Experience of working in an environment where high level literacy and numeracy skills have been demonstrated	- Experience of working within a school context - Awareness of JCQ Assessment procedures and awarding body requirements - Experience of leading a data and assessment team - Experience of leading an examinations team
Skills and Abilities	- Ability to use and develop computerised management and information systems - Ability to lead and manage staff effectively - Attention to detail and accuracy - Ability to maintain focus and clarity under pressure and meet deadlines - Determination to work to the highest of professional standards - Ability to present to a range of stakeholders including leaders and governors	- Ability to think creatively and contribute new ideas - Ability to work strategically across a range of key areas
Personal Qualities and Attributes	- Effective communicator both in verbal and written form - Conscientious and reliable - An advocate for the Academy and Trust	
Leadership & Management	- Ability to establish positive professional relationships, recognise potential, motivate and challenge - Knowledge of how to deploy people and resources efficiently and effectively.	- Ability to plan and deliver relevant professional development opportunities for team members - Experience of managing budgets and securing development through the application of resources
Commitment To	- Commitment to diversity and equality of opportunity in all working practices - Commitment to personal professional learning and development - Commitment to the values and vision of Maltby Academy and the Trust - Commitment to child protection and safeguarding policies and procedures	
Attendance	A good attendance record in current employment, (not including absences due to disability)	