

**PERSONNEL SPECIFICATION**

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| **Job Title** | Data Manager with Cover Supervision and Timetable Support |
| **Band/Job Group** | Band TBC |
| **Hours/Weeks** | 37 hours per week, Term Time + 3 weeks |
| **Thematic Area** | Children & Young People’s Service |
| **School** | Perryfields High School |
| **Responsible to** | Headteacher & SLT lead for curriculum and data |

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|  | Essential |
| Sickness Absence and Disability | A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.  Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made). |
| Qualifications | GCSE Grade C, English/Maths (minimum qualification).  Appropriate ICT qualification linked to use of Data analysis software. |
| Experience | Experience in the use of computerised systems such as SIMS and Microsoft Office.  Experience in collating, analysing and presenting data to different audiences.  Experience in report writing and presenting reports to governors and school leaders. |
| Training | Willing to attend relevant training.  Use of SIMs, Nova T6, SISRA and other software for the analysis of data and report writing. |
| Special Knowledge | Excellent ICT skills and proficient in word processing and be able to use appropriate reporting and analytical software. |
| Circumstances | Ability to work when the school is open (term time).  Willingness to work flexibly to meet the requirements of the post.  Willingness to work at occasional parents’ evening and events. |
| Disposition | Ability to use initiative.  Ability to process and interpret large amounts of data  Cooperative within a team  Able to work under pressure. |
| Practical and Intellectual Skills | Excellent communication skills – written and verbal.  High standard of presentation. |
| Legal Requirements | Enhanced DBS Check and Clearance.  Commitment to the safeguarding of children, following the schools policies and procedures and attend any relevant training. |