

PERSON SPECIFICATION

Academic Data & Systems Manager

Attribute	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> 5+ GCSE A* - G (or equivalent) including English and Mathematics. 	<ul style="list-style-type: none"> 5+ GCSE A* - C (or equivalent) including English and Mathematics. A degree or higher-level qualification in a relevant subject. 	<ul style="list-style-type: none"> Application References
Knowledge and skills	<ul style="list-style-type: none"> Knowledge of Microsoft packages including Microsoft EXCEL. Good ICT skills. 	<ul style="list-style-type: none"> Knowledge of timetabling through SIMs and NOVA-T6. 	<ul style="list-style-type: none"> Application References Interview and practical activities
Experience	<ul style="list-style-type: none"> Experience leading a team of colleagues. 	<ul style="list-style-type: none"> Recent experience working in a secondary school within a data role. Having previously used software such as SISRA Observe, SISRA analytics, class charts, SIMS and NOVA-T6. 	<ul style="list-style-type: none"> Application References Interview and practical activities
Continuous Professional Development	<ul style="list-style-type: none"> Evidence of commitment to continuing professional development. Experience providing training to others. 		<ul style="list-style-type: none"> Application
Personal Qualities	<ul style="list-style-type: none"> A passion for education and making a difference. Excellent communicator. Effective team member. Drive and determination. Ambition. Energy, enthusiasm, sense of humour. Willingness to contribute to the wider life of the Academy. 		<ul style="list-style-type: none"> Application References Interview and practical activities

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.