Person Specification



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| **Job Title**Data Manager | **Thematic Area** | **Date Completed**July 2017 |
| **Grade** | LocationQ3 Academies Trust | **Signature** |

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

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|  | Essential (E) / Desirable (D) | N/A | How identified |
| **1. Physical** | 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.) |  | Job and medical history from references. |
| **2. Qualifications** | Mathematics and/or Computing/ICT Level 3 or above. (E)5 GCSEs at grade C or above including mathematics and English. (E)Additional professional development relevant to post (E)Degree in a related subject (D) |  | Formal possession of an appropriate qualification to be verified at interview or from records. |
| **3. Experience** |  Presenting information to different audiences at a relevant level of detail to ensure understanding.(E) Minimum 2 years working in busy office environment.(E)Working effectively, accurately and with attention to detail with high and varying work-loads. (E)Writing and contributing to official reports and policies. (E)2 years+ working in an educational establishment.(E) Administration and organisation of examinations. (D) Administration of the Academy Census.(D)Examination and Interim results analysis. (E)Organisation of internal and external examinations in accordance with awarding bodies regulations. (D) Supervision of large groups of students.(D) |  | Past employment/academic activity record. Performance in related selection methods, e.g. presentation, group discussion. |
| **4. Training** | To be prepared to undertake training as required to achieve the objectives of the post |  | Past training history from application form and records. Selection process by **demonstration** of ability to display knowledge and skills at the interview. |
| **5. Special Knowledge** | Past and present educational accountability measures including the underlying methodology.(E)Management Information Systems. (E)Interpret national, regional and school pupil performance data.(E)National educational data trends (D) |  | Qualifications held and demonstration of knowledge at interview. |
| **6. Circumstances (personal)** | Ability to travel to different locations |  | Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details. |
| **7. Disposition** | Able to communicate at all levels including in writing, verbally and presenting in meetings. (E)Confidentiality. (E)Integrity.(E)Highly motivated.(E)Organised.(E)Problem solver.(E)Mentoring and training of staff.(D) |  | Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc. |
| 8. Practical and Intellectual Skills | Able to work to tight deadlines.(E)Prioritisation of tasks.(E)Self-starter.(E)Team worker.(E)High level of computer literacy to include creation and development of information systems.(E) Advanced use of Microsoft Office Suite.(E)Willing and able to travel between schools within the Trust.(E)High level of competency in use of SIMS to manage student data and for reporting to parents.(E) |  | Performance in related selection process. |
| **9. Legal Requirements** | Enhanced DBS Check for Regulated Activity |  | DBS check undertaken |