

Senior Data Analyst - Person Specification

| Essential | Desirable | Evidence |
|---|---|---|
| Qualifications and experience | | |
| <ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics. Experience of managing and maintaining data in a secure environment. Experience of inputting, extracting and analysing relevant data from a management information system, and designing user friendly reports. Experience in the line management of staff. | <ul style="list-style-type: none"> Further or higher education qualifications relevant to the field. Experience of working in and managing data within a school or similar establishment. | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate(s) (to be available at interview)</p> |
| Knowledge and skills | | |
| <ul style="list-style-type: none"> Ability to build and form good relationships with students, colleagues and other professionals. Able to lead, develop and motivate a team of staff, delegating duties as required. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Ability to improve own practice/ knowledge through self-evaluation and learning from others. Verbal and written communication skills appropriate to the need to communicate | <ul style="list-style-type: none"> Experience in the analysis of data and the writing and presentation of reports. Experience in the use of SIMS [or enter appropriate education management system]. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as data protection, GDPR. | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> |

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| <p>effectively with colleagues, students and other professionals.</p> <ul style="list-style-type: none"> • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information. • Ability to manage and deal with confidential data/issues appropriately. • Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Managing and monitoring a budget, and providing required reports. | | |
| Personal qualities | | |
| <ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with the line manager and leadership team. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. | | <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> |

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|--|-----------|----------|
| <ul style="list-style-type: none"> • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. | | |