

## THE BISHOP OF WINCHESTER ACADEMY

### Person Specification- Data Manager

#### Ethos

##### *Essential*

- Support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy.
- Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
- All academy post-holders are expected to contribute to the development of young people and the community.

#### Qualifications and Experience

##### *Essential*

- A degree or equivalent experience
- Advanced use of Microsoft Excel including use of pivot tables and macros

##### *Desirable*

- Experience of working with SIMS or other data analysis tools
- Knowledge of educational bodies related to data and progress. E.g. FFT, SSAT, CATS, ALPs and performance tables.
- Experience of working in an education environment

#### Role Specific

##### *Essential*

- Ability to work to deadlines
- Ability to maintain confidentiality
- Willingness to undertake training relevant to post, e.g. SIMS

##### *Desirable*

- Using software to interrogate data
- Experience of information management including producing reports and analysis

#### Ethos

##### *Essential*

- Evidence of thoroughness and attention to detail
- Evidence of relevant training or willingness to undertake such training
- Outstanding attendance and punctuality
- Able to work the full hours of the post and willing to work flexibly as required including attendance on and around examination results days
- A commitment to the TBOWA ethos and vision

#### Professional Attributes

##### *Essential*

- Enthusiastic and always positive.
- The ability to take initiative and make decisions.
- Have a growth mindset.
- Highly motivated.
- Respond well to a challenge.
- Maintain high professional standards.
- Have excellent communication skills.
- Have a commitment to professional development.