

ENDEAVOUR LEARNING TRUST



PERSON SPECIFICATION

Data and Examinations Manager

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	E	AF
NVQ Level 3 qualification or equivalent (relevant to post)	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	E	AF
Professional development relevant to post	E	AF
EXPERIENCE		
The successful candidate will have:		
Successful experience of working as a Data and Examinations Manager or other administrative support role	E	AF/I
Successful experience of using an MIS	E	AF/I
Successful experience of gathering, storing and analysing data.	E	AF/I
Experience of previous work in a school environment	D	AF/I
Experience of working with or caring for children of relevant age	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Problem solve and create innovative solutions	E	AF/I
Possess excellent IT skills with sound knowledge of Microsoft software packages.	E	AF/I
Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team.	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I

The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
OTHER		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

Date: November 2020

Please complete the Application Forms on TES. CV's will not be accepted.

Closing Date: 25th November 2020 at 9:00am

Proposed Interview Date: week commencing 30th November 2020