[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjd3qmZlPnTAhXM2BoKHarGAyYQjRwIBw&url=http://www.dykehousecollege.com/our-academy/sponsors&psig=AFQjCNG3YGs-x9zXtVFC6hUWxUg8IWvaQg&ust=1495187088301601)

**Data Manager/Examinations Officer**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Assessed by** |
| **Knowledge and Qualifications**  NVQ Level 4 or equivalent qualification in relevant areas associated with the role  Training and/or qualification in key ICT skills  Professional knowledge of management information systems  Excellent numeracy, literacy, presentation and communication skills  Knowledge of KS2, 3, 4 and 5 assessment and reporting systems | Degree or equivalent  Evidence of continuous professional development | **Application & Interview** |
| **Experience**  Experience in the field of management information systems  Significant experience of working successfully with high and varying workloads with tight deadlines  Experience of working with other agencies and professionals  Experience of contributing to and implementing policy and procedure | Experience of working in an educational establishment  Experience of leadership  Experience of multidisciplinary team work  Familiar with SIMS, NOVA T, RAISEOnline, FFT, ALPs etc | **Application & Interview** |
| **Skills and Competencies**  Computer literate with high level ICT skills  Ability to present information in a logical, clear and concise format  Ability to work with autonomy within recognized boundaries  Excellent organizational skills and accurate in all aspects of work  Ability to motivate and influence others  High levels of emotional intelligence  High levels of interpersonal skills | Good sense of humour  Resilience  High expectations of self  Continual professional development  Professional in all elements of the role  Ability to keep to deadlines  Positive and no excuse approach  Aspirational for self and others  Ability to receive and act on feedback | **Application & Interview** |