

Person Specification

Data and Timetabling Manager

	Essential	Desirable
Qualifications, and Training	<ul style="list-style-type: none"> GCSE English and Maths or equivalent qualification. Evidence of continuing professional development. 	<ul style="list-style-type: none"> Degree level qualification
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Experience of education sector. Experience of working with SIMS. Experience of use of a Timetable Software package. Experience of working within Examination series. 	
Skills and Abilities	<ul style="list-style-type: none"> Ability to work with a wide range of people. Good organisational skills. Ability to think creatively and contribute new ideas. Ability to stay calm and controlled under pressure. Ability to communicate effectively with a range of stakeholders. Ability to establish positive relationships. 	<ul style="list-style-type: none"> Can evidence strong communication and interpersonal skills in a professional context with young people and colleagues.
Personal Qualities and Attributes	<ul style="list-style-type: none"> Demonstrates an absolute commitment to the academy vision and MLT behaviours. Embodies the Key Drivers; <ul style="list-style-type: none"> Resilience Aspiration Confidence Responsibility Community Ability to respond in a prompt, prioritised and professional manner. A commitment to the values and vision of Maltby Learning Trust. Ability to think creatively. Ability to form and maintain appropriate relationships and personal boundaries with young people. Ability to communicate effectively and concisely both 	

Person Specification

Data and Timetabling Manager

	<p>in verbal and written form.</p> <ul style="list-style-type: none">• Work in a flexible manner, e.g. variable start/finish times as necessary to provide continuous, excellent IT support.	
Commitment To	<ul style="list-style-type: none">• Commitment to diversity and equality of opportunity in all working practices.• Commitment to child protection and safeguarding policies and procedures.• Commitment to the values and vision of Maltby Learning Trust.• Commitment to personal professional learning and development.	
Attendance	<ul style="list-style-type: none">• Excellent attendance record in current employment, (not including absences due to disability.)	
Written Application	<ul style="list-style-type: none">• A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm for the role.	