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**Curriculum & Data Manager – person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSE (A-C) including English & Maths.
 | * Accredited qualification in data analysis
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| **Experience** | * In-depth knowledge and track record of working with an MIS system (preferably SIMS).
* At least 2 years’ experience working at the appropriate level (preferably within a school environment)
* Experience of analytical processing
* Experience of presenting data to a range of stakeholders
* Excellent knowledge of Excel and other MS Office products
 | * In depth knowledge and track record of working with SIMS
* At least 2 years’ experience within a school environment
* Knowledge of the examination processes
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| **Skills, Knowledge and Aptitude** | * Have excellent communication skills and be able to work with others.
* Proven track record of being able to communicate effectively with a wide range of people.
* Ability to travel between Centres.
* Ability to work under pressure and to deadlines
* Have exceptional attention to detail
* Ability to use data effectively to assess prior attainment, track progress and set student targets.
* Ability to develop excellent relationships with young people
* Well-developed inter-personal and communication skills
* Ability to think strategically and translate vision into reality
* Provide a proactive approach to problem solving.
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| **Personal Attributes** | * Commitment to own personal and professional development
* Passionate belief in the potential of all young people to aspire and achieve
* Ability to use initiative and think on your feet
* Ability to model mutual respect for and trust of students and adults
* Energy and enthusiasm
* Have a positive and can-do attitude
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