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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 |
| **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 |
| **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. |  |
| **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 |  |