



DATA, ASSESSMENT AND TIMETABLING LEAD
Person Specification

QUALIFICATIONS/EXPERIENCE/TRAINING/DEVELOPMENT	ESSENTIAL	DESIRABLE
Qualified to Graduate level or equivalent		✓
A commitment to CPD	✓	
Previous experience of working with school management information systems (SIMS or similar)	✓	
Previous experience of complex data manipulation and producing reports	✓	
Previous experience of analysing and using complex formulae and functions	✓	
Experience of Exams Management		✓
SKILLS/ABILITIES/COMPETENCIES		
Higher level IT skills including expert knowledge of SIMS and all Microsoft Office applications	✓	
Knowledge of Nova T6		✓
Experience of school data systems such as 4Matrix, FFT Aspire, ALPS etc		✓
Proficient in spelling, punctuation, grammar and English language skills	✓	
Good numeracy skills	✓	
Ability to absorb and understand a wide range of information	✓	
Excellent analytical skills	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Experience of maintaining data in a secure environment including inputting, extracting and analysing relevant data from a management information system.		✓
Effective communication skills with the ability to establish and maintain good working relationships with all school staff, parents and students	✓	
PERSONAL QUALITIES		
A real team player with a flexible approach	✓	
Has a professional manner and attitude	✓	
Trustworthy, responsible, reliable and punctual	✓	
Efficient and meticulous in organisation and attention to detail	✓	
Ability to identify, recommend and implement improvements to processes and procedures		✓
Ability to show initiative and prioritise one's own work		✓