# Trust Data Analyst

# Person Specification

1. Experience or knowledge of advising and assisting the Headteacher in reporting to the School Improvement Partner, Governors, and School Development Advisor and Ofsted Inspectors in target setting and detailed analysis of school performance.
2. Able to create and devise data systems to highlight and improve in school variation in performance.
3. Able to analyse in year and past data precisely by core group and school priorities
4. Able to present data to stakeholders in a cogent and precise format.
5. Provide ICT skills and knowledge to support the data management being developed in school, able to monitor and analyse performance.
6. Experience of management and development of academic, behavioural and report databases.
7. Familiar with system management of SIMS
8. Ability to adapt and develop school information systems to changing school need and improvement priorities.
9. Proficient in the compilation of the school timetable, in liaison with SLT and lead negotiations with curriculum leaders.
10. Ability to update and maintain the school website.
11. Develop, monitor and maintain the school report system and procedures (student review and reporting).
12. Produce verbally or in writing complex and contentious data analysis to a range of audiences, including non-specialists.
13. Provide advice to the Headteacher and SLT on school improvement initiatives.
14. Be responsible and accountable for providing advice on target setting process.
15. Advise SLT in relation to deadlines for data requirements.
16. Keep up to date with all Curriculum and ICT developments.
17. Ability to lead ICT training and data training of teaching and support staff on data systems.
18. Confident with the production of reports and arranging the distribution to students following liaison with teaching staff.
19. Ability to create data in a clear, concise and easily understandable way.
20. Ability to create and develop systems to enable the effective monitoring of students.
21. Knowledge of current guidance requirements and good practice in relation to target setting, the effective use of data and the construction of an effective curriculum timetable.
22. Ability to recommend to governors and the Headteacher, the targets necessary to be set for future years.