

Person Specification

Job Title: **Data and Impact Analyst**

Reporting to: **Leadership Group**

Responsible for: **Administering regular statistics for all key stages and producing data analysis reports for School Leadership**

Qualifications

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| **Essential** | **Desirable** |
| * Good standard of secondary education * Minimum GCSE Mathematics and English A\* - C (or equivalent) * Highly skilled user of Excel | * Relevant degree * Further accredited study |

Experience

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| **Essential** | **Desirable** |
| * Excellent grasp of systems used for data analysis such as Excel * Significant experience of extracting, interpreting and forecasting complex data for pupils and students for the purpose of raising achievement * Experience of tracking data and producing accurate and well-presented reports * Knowledge and understanding of successful assessment and reporting structures and procedures * Experience of the performance indicators used to evaluate school performance | * Ability to monitor, review and evaluate the work of the school against current OFSTED criteria * Experience of leading and managing change |

Knowledge and skills

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| **Essential** | **Desirable** |
| * Excellent IT skills and knowledge of software and databases (e.g. Word, Excel, Access, PowerPoint, MIS) * Excellent knowledge of SIMS systems, 4matrix and Sig Plus * Evidence of the ability to wok to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail * Excellent knowledge of the data framework used in schools. * Secure knowledge of how to best use technology to assess and report data * Good presentational skills * Good literacy and numeracy skills | * Secure knowledge of a wide range of successful assessment tools * Extensive knowledge of the data and examination framework used in schools. |

Personal qualities and characteristics

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| **Essential** | **Desirable** |
| * Energy, enthusiasm and stamina * Flexibility and determination * Excellent team working skills * Ability to work under pressure, meet deadlines, and establish positive relationships with pupils and students, parents, governors, staff and outside agencies * Ability to remain calm under pressure and demonstrate sound judgement * Good sense of humour * Excellent ICT skills * Ability to communicate effectively to a wide range of audiences * Commitment to the promotion of equal opportunity * Willingness to support and promote the Christian ethos of the school * Commitment to promoting Fundamental British Values | * Ability to provide staff with constructive feedback and challenge underperformance where required |

Specific to the post

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| **Essential** | **Desirable** |
| * Adopting a methodical approach in the administration of whole school assessment and reporting procedures. * Ensuring that deadlines are met for data and impact analysis at regular intervals in the academic year. * Liaising with AHT (Assessment) to ensure that pupil progress is monitored through whole school assessment and reporting. * Liaising with the Assessment Working Party. * Following up on any inaccurate or incomplete data inputting and/or reports as required. * Communicating effectively with pupils, parents and staff to ensure robust and consistent analysis of data takes place throughout the year. * Liaising with stakeholders (including the Raising Standards Leader, Subject Leaders, Heads of Year, SENdCO and teachers) to ensure all pupils and students receive regular data and impact reports at all key stages. * Evaluating the current systems assessment and reporting within the school in collaboration with the AHT (Assessment) and RSL. * Meeting with AHT (Assessment) to review current practices and new procedures following DfE guidelines and national changes. | * Significant experience of working in a busy office or administrative environment at a similar level |