

Person Specification

Academic Data and Systems Officer

Attribute	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> 5+ GCSE A* - G (or equivalent) including English and Mathematics. 	<ul style="list-style-type: none"> 5+ GCSE A* - C (or equivalent) including English and Mathematics. 	<ul style="list-style-type: none"> Application form Certificates
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of Microsoft packages. Good ICT skills. A passion for education and making a difference. Excellent communicator. Effective team member. Drive and determination. Ambition. Energy, enthusiasm, sense of humour. Willingness to contribute to the wider life of the Academy. 		<ul style="list-style-type: none"> Application form Selection process References
Experience		<ul style="list-style-type: none"> Recent experience working in a school within a data role. Having previously used software such as SISRA Observe, SISRA analytics, class charts, SIMS and NOVA-T6. 	<ul style="list-style-type: none"> Application form Selection process
Continuous Professional Development	<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development 		
Other Conditions	<ul style="list-style-type: none"> Enhanced DBS Clearance 		

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.