



Lampton School

a DfE Outstanding Academy

Data Manager and Analyst Person Specification

	Essential	Desirable
Qualifications and Training	<p>GCSEs (or equivalent) in English and Mathematics at Grade 5 or above</p> <p>Degree or equivalent qualification in a relevant field (e.g. data analytics, statistics, mathematics, computer science)</p>	<p>Evidence of continuing professional development in data analysis or education data systems</p> <p>Certification or training in data tools (e.g. Power BI)</p>
Skills, Knowledge and Experience	<p>Experience producing reports for different audiences</p> <p>Advanced Microsoft Excel skills (e.g. pivot tables, lookups, conditional formatting)</p> <p>Ability to extract, manipulate, and validate large datasets</p> <p>Strong data visualisation skills, presenting information through charts and dashboards</p> <p>Ability to analyse trends in data</p> <p>Excellent attention to detail, ensuring data accuracy</p> <p>Strong organisational and time-management skills, with the ability to meet reporting deadlines</p> <p>Cooperate with a variety of stakeholders in an organisation</p> <p>Adapt to changing priorities</p> <p>Work collaboratively with members of a team</p> <p>Communicate effectively when speaking and writing</p> <p>Understand and be honest about your own strengths and areas for development</p>	<p>Experience of working in an education environment</p> <p>Experience working with an MIS, ideally a school based one such as Bromcom</p> <p>Experience supporting data returns such as the School Census and exam result analysis</p> <p>Understanding of data protection legislation (UK GDPR) and handling sensitive pupil data</p> <p>Know how to use Google Docs, Sheets and Forms</p>

	Demonstrate resilience, flexibility, humility and a can-do attitude Commit to continuing professional development	
Safeguarding	Commit to the protection and safeguarding of children and young people, as defined in Keeping Children Safe in Education 2025.	