

Person Specification

Post: Data and Exams Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> English and mathematics GCSE (or equivalent) at Grade C or above 	<ul style="list-style-type: none"> Health and Safety awareness Further or higher education 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Proactive approach to tasks Meeting deadlines successfully A minimum of 2 years' experience in school administration SIMS experience including census preparation and reporting SIMS attendance experience 	<ul style="list-style-type: none"> Working knowledge of school practices and procedures Some experience of the preparation of student reports and timetabling Experience of assisting in using cover timetables for absent staff 	<ul style="list-style-type: none"> Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Experience of providing excellent customer service Highly developed organisational and time management skills Ability to maintain confidentiality and high level of accuracy Work to strict in-school and Department of Education rules and deadlines Analytical thinker Work effectively with multiple stakeholders both internally and externally 	<ul style="list-style-type: none"> Experience of SIMS Experience of using all Microsoft Packages, especially Excel Understanding of what makes a Dixons Academy different and successful 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Committed, flexible and motivated to doing whatever it takes and strive for excellence through hard work, determination and grit Ability to contribute to our can do culture and always be solution focussed Committed to equality of opportunity for all and making all members of the community feel valued and respected A strong moral purpose and drive for improvement for all Ability to work successfully under pressure 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision Act as a role model to staff and pupils Commitment to regular and on-going professional development and training to establish outstanding practice High expectations for accountability and consistency 	<ul style="list-style-type: none"> Application Interview References