

Person Specification

Job Title: Senior Data & Exams Manager

Experience	Essential	Desirable
Working with Statistical analysis, management information and data collection	✓	
The use of ICT Systems and software, particularly Excel	✓	
The Use of software including SIMS.Net / Facility / E Portal	✓	
In the planning and running of exams in an education setting		✓
Education and Training		
English and Maths GCSE at Grade C or Higher	✓	
Degree or Equivalent Qualification		✓
Evidence of Relevant Professional Development and Qualifications		✓
Abilities and Skills		
Work on own Initiative – think out-side the box for problem solving	✓	
Self-Motivation and ability to motivate others within your team	✓	
Effective in developing relationships with a wide range of people including practitioners outside the department	✓	
Ability to work closely with SLT, Business Manager and teaching staff	✓	
Ability to analyse data	✓	
Ability to present data in a clear and concise manner for a range of audiences	✓	
Effective organisational skills	✓	
Effective communication skills	✓	
Accurate record keeping	✓	
Effective encouragement of all staff to adhere and meet deadlines	✓	
Personal Qualities		
Enthusiastic and positive with a can-do attitude	✓	
Well motivated and hard working	✓	
Entirely reliable	✓	
Complete understanding of confidentiality and data protection	✓	
Additional		
Committed to safeguarding and promoting the welfare of children	✓	
Positive about young people and the importance of education	✓	
Record of good health and attendance	✓	
Flexibility to work throughout the administration of the Academy	✓	
Ability to work during August to support the results analysis	✓	