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| **SEAHAM HIGH SCHOOL**  **DATA/EXAMS MANAGER**  **PERSON SPECIFICATION**  **Scale 9 Point 30 – 34**  **£27358 - £30756 Pro rata** | **Essential** | **Desirable** | **Evidence from** |
| 1. Education / Qualifications | Level 4 or Level 5 qualification or equivalent in a relevant area |  | Application Form |
| 2. Experience | Sound experience of data management  Experience of working in a team | Sound experience of data management in the educational sector.  Experience of working at a strategic level  Experience of working in a school environment | Application Form  Work related testing  Interview  References |
| 3. Skills/Knowledge | Extensive experience of Management Information Systems  Extensive use of IT systems including Microsoft Office | Extensive use of SIMS, SISRA, FFT, Progress 8 etc  Extensive Knowledge of JCQ rules and regulations  Extensive knowledge of school performance measures  Understanding of the role of data in raising achievement | Application Form  Work related testing  Interview  References |
| 4. Skills/Personal Qualities | High level ICT and data manipulation skills  Ability to deliver training to staff at all levels  Be committed to development of systems and self  Ability to work as part of a team and  alone  Excellent interpersonal skills with all stakeholders  Ability to work with challenging and conflicting demands  Ability to prioritise and manage time effectively  Strong analytical skills  Ability to understand and implement school policies and procedures  Commitment to safeguarding and promoting the welfare of children |  | Application Form  Work related testing  Interview  References |