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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 managementExperience of working in a team | Sound experience of data management in the educational sector.Experience of working at a strategic levelExperience of working in a school environment | Application FormWork related testingInterviewReferences |
| 3. Skills/Knowledge | Extensive experience of Management Information SystemsExtensive use of IT systems including Microsoft Office | Extensive use of SIMS, SISRA, FFT, Progress 8 etcExtensive Knowledge of JCQ rules and regulationsExtensive knowledge of school performance measuresUnderstanding of the role of data in raising achievement | Application FormWork related testingInterviewReferences |
| 4. Skills/Personal Qualities | High level ICT and data manipulation skillsAbility to deliver training to staff at all levelsBe committed to development of systems and selfAbility to work as part of a team andaloneExcellent interpersonal skills with all stakeholdersAbility to work with challenging and conflicting demandsAbility to prioritise and manage time effectivelyStrong analytical skillsAbility to understand and implement school policies and proceduresCommitment to safeguarding and promoting the welfare of children |  | Application FormWork related testingInterviewReferences |