

ST JOSEPH'S CATHOLIC ACADEMY

PERSON SPECIFICATION

POST TITLE: Data & Exams Manager

GRADE: Band 6 (SCP 28)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">• NVQ Level 4 qualification in relevant discipline or equivalent in a relevant role.		<ul style="list-style-type: none">• Application form• Certificates
Work Experience	<ul style="list-style-type: none">• Significant experience of working in an education environment• Recent experience of working in an admin role• Recent extensive experience of school data systems (SIMS or equivalent, SISRA, IT Packages including Microsoft Excel)• Ability to interrogate and analyse data• Experience of managing the school examination process• Experience of interpreting policies and procedures to enhance and develop the systems• Experience of liaising with agencies and individuals including upgrades of ICT products• Experience of designing and developing administrative and organisational systems		<ul style="list-style-type: none">• Application form• Interview• References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">• Excellent numeracy/ literacy skills• Extensive knowledge of Microsoft Excel and Word• Extensive knowledge of databases i.e. SIMS• Able to interpret advice/statute to devise policies/practice in the light of these• Effective use of specialist ICT packages	<ul style="list-style-type: none">• Knowledge in performance management systems	<ul style="list-style-type: none">• Interview• References• Test

	<ul style="list-style-type: none"> • Excellent interpersonal skills and organisational skills 		
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Disposition	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Able to work under pressure and met deadlines • Able to maintain confidentiality • Able to work collectively as part of a team • Flexible approach to work • Willing to participate in training and development • Able to motivate self and others • Committed to the Principles of Equality and Diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced DBS clearance 		<ul style="list-style-type: none"> • DBS check