Person Specification

Job Title:	Data and Information Governance Manager
Schoo/Trust:	NEAT Academy Trust
Job Evaluation Code:	A5226
Date:	March 2023
Status:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
Degree and/or relevant professional qualification(s) relevant to the role or commitment to obtain this upon appointment	E	✓			
Evidence of recent further professional training	E	✓			
Comprehensive knowledge of SIMS or similar school focused MIS systems	E	✓	✓	✓	
Advanced understanding of Excel and the ability to design formula, queries and reports	E	✓	✓		
Knowledge of data analysis tools including FFT, Assessment Manager and GL Assessment and other secondary analytics tools	E	✓	✓	✓	
Advanced understanding of GDPR policies and procedures	E	✓		✓	
Knowledge of Google Workspace for Education	D	✓			
Knowledge and understanding of Timetabling software	D	✓			
Experience					
Extensive experience of analysing and interpreting education performance data	E	✓	✓	✓	
Extensive experience of data and system management in an academy/school, local authority or education setting	E	✓			
Extensive experience of working with data analysis tools and software to interrogate data and produce reports for a variety of audiences	E	✓			
Importing and exporting information from databases	E	✓			
Planning and delivery of training to colleagues at different levels of knowledge and experience	E	✓		✓	
Knowledge and understanding of risk management in relation to data management and information governance	E	✓		✓	
Knowledge and understanding of best practice procedures to maintain the integrity and security of data systems	E	✓			

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Collating information and responding to SAR and FOI requests	D	✓			
Project management and implementation of complex projects	D	✓			
Experience of managing and developing staff	D	✓			
Skills and competencies					
High level numeracy and literacy skills to analyse and interpret complex data and write effective reports/documents for a range of audiences	E	✓	✓		
High level oracy and communication skills to convey complex information clearly and concisely to colleagues and other audiences	E	✓		✓	
Critical reasoning skills and the ability to interpret information	E		✓	✓	
Interpersonal skills to build relationships with a range of colleagues and senior leaders	E	✓		✓	
Time management and strong prioritisation skills in order to meet deadlines	E	✓	✓		
Have a high level of understanding of how best to support and maintain the security and confidentiality of data	E	✓	✓	✓	
Other					
Demonstrates behaviours consistent with the trust's values: Aspirational, Collaborative, Inclusive, Innovative, Responsible	E	✓		✓	
Ability to safeguard and promote the welfare of children	E	✓		✓	
No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	
No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E			✓	
Holds a current driving licence and able to travel between head office and school sites	D	✓		✓	