

## PERSON SPECIFICATION- Trust Data Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> 5 GCSE passes A*-C or equivalent (including English and Mathematics)	E	Application form
<input type="checkbox"/> A-level/equivalent Level 3 qualifications	E	
<input type="checkbox"/> Degree in relevant subject area or equivalent experience	D	
<input type="checkbox"/> Additional qualification / evidence of CPD relevant to the responsibilities of the post	E	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience of analysing and interpreting education performance data	E	Application form/Interview/ Task
<input type="checkbox"/> Experience of data and system management in an academy/school, local authority or education setting	E	
<input type="checkbox"/> Experience of working with data analysis tools and software to interrogate data	E	
<input type="checkbox"/> Experience of importing and exporting information from databases	E	
<input type="checkbox"/> Experience of producing reports for a variety of different audiences	E	
<input type="checkbox"/> Previous knowledge and experience of working with management information systems as a 'Power User' or system administrator	E	
<input type="checkbox"/> Good working knowledge of SIMS .net	D	
<input type="checkbox"/> High level of transferable ICT skills including a strong working knowledge of Microsoft Office applications and advanced use of Excel Spreadsheets	E	
<input type="checkbox"/> Experience of using VBA/Macros to automatically manipulate data	D	
<input type="checkbox"/> Experience of maintaining high standards of data quality	E	
<input type="checkbox"/> Experience of using Power BI to analyse and manipulate data	D	
<input type="checkbox"/> Experience of training and supporting others with data analysis	E	
<input type="checkbox"/> Experience of project management and implementation	D	
<input type="checkbox"/> Experience of the use of and implementation of GDPR practices	D	

<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Strong analytical and problem-solving skills	E	Application form/Interview/Task
<input type="checkbox"/> Excellent communication (both written and verbal) with internal and external stakeholders	E	
<input type="checkbox"/> Excellent organisational skills	E	
<input type="checkbox"/> Ability to input data accurately and manipulate data to check for accuracy - a good "eye for detail"	E	
<input type="checkbox"/> Ability to maintain confidentiality and knowledge of key data protection principles	E	
<input type="checkbox"/> Ability to manage your own workload in order to meet deadlines	E	
<input type="checkbox"/> Ability to work accurately whilst managing competing demands	E	
<input type="checkbox"/> Excellent inter-personal and collaboration skills, including tact and diplomacy	E	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/Task
<input type="checkbox"/> Standards driven – thoroughness and attentive to detail	E	
<input type="checkbox"/> Encourages ideas, initiative and innovation in others	E	
<input type="checkbox"/> Highly motivated, showing resilience and reliability	E	
<input type="checkbox"/> Have an openness to learning and change	E	
<input type="checkbox"/> Embody the ethos & values of the Trust	E	
<input type="checkbox"/> Ability to relate well to children and young people and members of the community	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
<input type="checkbox"/> Be able to work flexibly in order to achieve time-bound objectives	E	
<input type="checkbox"/> A commitment to child protection and safeguarding	E	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/Task
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/Task
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	