****

**Person Specification**

**Academic and Data Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| Attribute | Essential | Desirable | Stage |
| Education/Qualifications | GCSE Maths and English at C or above | Degree in a relevant subjectRelevant A Level (e.g. Maths, ICT)Safeguarding training | A/I |
| Experience | Use of Excel or similar software to analyse data | Experience of working in a school as a data managerKnowledge of GDPRExperience of using a Management Information System | A/I/R |
| Skills/Knowledge | Attention to detailAbility to present information in a clear and understandable formatExcellent communicatorExcellent IT skills in a range of software packagesExcellent organisational skills | Experience of managing an MISExperience of data management software e.g. SISRAExperience of developing data and reporting systems | A/I/R |
| Personal Attributes | Conscientious and hard-workingFlexible and willing to adjust working pattern when neededWilling to undertake necessary trainingAbility to maintain confidentiality |  | I/R |
| Special Requirements | Successful candidate will be subject to an enhanced Disclosure and Barring Service CheckRight to work in the UKEvidence of a commitment to promoting the welfare and safeguarding of children and young people |  |  |

A=Application form. I=Interview. R=Reference.