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**Person Specification**

**Academic and Data Manager**

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| Attribute | Essential | Desirable | Stage |
| Education/Qualifications | GCSE Maths and English at C or above | Degree in a relevant subject  Relevant 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 manager  Knowledge of GDPR  Experience of using a Management Information System | A/I/R |
| Skills/Knowledge | Attention to detail  Ability to present information in a clear and understandable format  Excellent communicator  Excellent IT skills in a range of software packages  Excellent organisational skills | Experience of managing an MIS  Experience of data management software e.g. SISRA  Experience of developing data and reporting systems | A/I/R |
| Personal Attributes | Conscientious and hard-working  Flexible and willing to adjust working pattern when needed  Willing to undertake necessary training  Ability to maintain confidentiality |  | I/R |
| Special Requirements | Successful candidate will be subject to an enhanced Disclosure and Barring Service Check  Right to work in the UK  Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |  |

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