



Person Specification

Data Analyst

Qualifications	E	D
GCSE or equivalent in Maths and English	X	
Degree or similar qualification relating to Statistics, Maths or Data Analysis		X
Experience		
Proven administration and data management/ analysis experience, preferably within a busy medium to large organization	X	
Experience of working with a school management information system or proven transferrable skills	X	
Experience in structuring, cleaning and transforming data	X	
Experience in data analysis techniques and advanced Excel	X	
Experience in creating and designing reports	X	
Understanding of data protection legislation and requirements	X	
Experience of carrying out a high volume of data entry tasks with high levels of accuracy	X	
Experience of working on own initiative and with minimal supervision	X	
Knowledge		
General understanding of the operation of a school		X
Detailed knowledge and understanding of a management information system (MIS)		X
Skills and Abilities		
Personal commitment to the school's ethos and values	X	
Excellent verbal and written interpersonal and communication skills	X	
Excellent organisational skills	X	
Ability to generate, process and interpret useful data	X	
Ability to manage pressure points and workload accordingly	X	
Ability to describe and present work in front of groups of stakeholders	X	
Proven team player	X	
Ability to work well with the full range of stakeholders, in a transparent and accountable way	X	
Able to follow instructions and adhere to all school policies	X	
Ability to juggle a busy varied workload and respond flexibly to changing priorities	X	
Positive role model for students	X	
Ability to hold purposeful, open to learning conversations	X	
Positive outlook, with good humour	X	
Mandatory Requirements		
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in school	X	
Commitment to equal opportunities	X	