



Bishop Chadwick
Catholic Education Trust

St Aidan's Catholic Academy

PERSON SPECIFICATION



POST TITLE: Data and Exams Manager

GRADE: SO2 Scale Point 18-22 £30,559 - £32654 (Pro rata £27,269-£29138)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Experience	<ul style="list-style-type: none"> • Experience: Demonstrable experience in data management, ideally within an educational setting. • Technical Proficiency: Proficiency with data management systems (such as SIMS, Arbor, or a similar MIS) and Excel. • Regulatory Knowledge: Familiarity with data protection regulations (e.g., GDPR). 	<ul style="list-style-type: none"> • Previous School Experience: Experience in a similar data and exams management role within a school or educational institution. • Education: Degree or relevant qualification in data management, statistics, education, or a related field. 	<ul style="list-style-type: none"> • Application form • Certificates • Interview
Skills and Abilities	<ul style="list-style-type: none"> • Attention to Detail: High accuracy level in managing data and performing data-related tasks. • Organisational Skills: Strong planning skills for coordinating exams timetables and reporting. • Communication Skills: Clear and concise communication skills for interacting with stakeholders such as school leadership, staff, students, and parents. • Problem-Solving: Ability to troubleshoot and resolve issues, especially under pressure during exam periods. 	<ul style="list-style-type: none"> • Additional Data Analysis Tools: Knowledge of tools such as Power BI or similar software to enhance data analysis and reporting capabilities. • Analytical Skills: Strong analytical ability to interpret and draw insights from data. 	

Knowledge	<ul style="list-style-type: none"> Exams Regulations: Knowledge of JCQ or equivalent exam regulations and policies. Safeguarding and Data Protection: Understanding of safeguarding principles, confidentiality, and data protection in a school setting. 	<ul style="list-style-type: none"> Continuous Professional Development (CPD): Evidence of recent CPD related to data management or exams administration in education. Educational Data Requirements: Familiarity with key school performance data (e.g., attainment and progress measures) and reporting requirements for Ofsted or the Department for Education. 	<ul style="list-style-type: none"> Interview References Assessment/test
Personal Attributes	<ul style="list-style-type: none"> Reliability and Integrity: High level of trustworthiness, especially when handling sensitive data. Adaptability: Willingness to learn new systems and adapt to changes. Commitment to Improvement: Open to feedback and proactive in seeking improvements for data and exams processes. Calm Under Pressure: Ability to remain composed and make sound decisions in high-pressure situations, particularly during exam periods. 		<ul style="list-style-type: none"> Interview References
Professional Conduct	<ul style="list-style-type: none"> Ethical Standards: Commitment to high professional standards, aligned with school values and policies. Equal Opportunities: Ensures data and exam procedures are fair and inclusive for all students. 		<ul style="list-style-type: none"> Interview