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| Aspect | Essential | **Desirable** |
| Experience | * Significant experience in a similar role including * using Management Information Systems * creating, developing and managing large databases, including designing forms, queries and reports * complying with data protection and security standards * Advanced IT skills including experience of advanced use of Excel spreadsheets * Experience of analysing complex data and resolving data issues independently * Experience of developing and implementing data processes and procedures * Experience of negotiating and influencing others * Experience of building effective relationships with internal and external partners * Experience of excellent customer service to internal/external customers, anticipating and exceeding customer needs * Demonstrate a commitment to equality * Demonstrate and commitment to own professional development able to identify training needs and identify opportunities to meet them * Demonstrate commitment to high ethical and personal values | * Experience of working with schools performance data * Experience of using Google (mail, calendar, drive, forms) * Line management experience |
| Qualifications | Educated to good GCSE standard or equivalent in Maths and/or Statistics  Minimum Level 3 | * Hold a degree in a relevant subject * Additional School Leadership Qualifications |
| Knowledge & Skills | * Knowledge of data analysis and statistical techniques * GDPR knowledge and experience of application to a school setting. * Ability to produce concise reports * Experience of communicating effectively to a variety of audiences, orally and in writing * Ability to deliver presentations and training sessions * Understanding of safeguarding * Experience of planning and managing a busy workload and conflicting priorities to deadlines | * Knowledge of key modules in Bromcom: notably Examinations, Assessment Manager, Performance Analysis, Timetable Applications |
| Aptitudes | * Ability to persuade and influence others * Ability to work to deadlines * Ability to work with others * An affinity with and appreciation of data |  |