|  |  |  |
| --- | --- | --- |
| 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 StatisticsMinimum 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
 |  |