



Person Specification

JOB TITLE:	Data Officer
DATE:	September 2025
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. 5 A*-C GCSE (or equivalent) including English and Maths.	E	✓			✓
2. Relevant Level 3 Qualification (or equivalent).	E	✓			✓
3. Knowledge of GDPR and how this relates to the workplace.	E	✓		✓	
4. Knowledge and awareness of JCQ regulations, policy and procedures pertaining to examinations and exam board requirements.	E	✓		✓	
5. Willingness to undertake further training in relation to the role.	E			✓	
Experience					
6. Demonstrable experience of data management and developing an MIS.	E	✓	✓	✓	
7. Proven database experience with emphasis on reporting, information management, analysing trends and data presentation.	E	✓	✓		
8. Experience of using a range of IT packages used for data extraction, analysis and presentation e.g. Access, Excel, SISRA, FFT and Assessment Manager.	E	✓	✓		

9. Experience of working in a secondary school/education environment.	D	✓		✓	
Skills and competencies					
10. Excellent verbal and written communication skills with an ability to influence and negotiate with key stakeholders.	E	✓		✓	
11. Able to work systematically, calmly and logically in a pressured situation.	E		✓	✓	
12. Evidence of problem-solving skills and ability to remain solution focussed.	E		✓	✓	
13. Ability to meet tight deadlines in a busy work environment with competing priorities.	E	✓		✓	
14. Excellent organisational and planning skills including the ability to be flexible.	E	✓		✓	
15. Able to work well with a team of other staff, and also work independently and use own initiative when needed.	E	✓		✓	
16. Advanced understanding of Excel and the ability to design formula, queries and reports.	E	✓	✓		
Other					
17. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
18. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
19. Flexible approach to working hours, may be required to work evenings on occasion.	E			✓	
20. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
21. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	