



	Minimum Essential Requirements	How Identified
Education & Qualifications	<ul style="list-style-type: none">• Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework• Highly numerate and analytical• Professional qualification relevant to Data Management (Desirable).	Application Form
You must have a proven track record in and the ability to:	<ul style="list-style-type: none">• Communicate information and ‘translate’ between school data terminology and technical terms• Communicate proactively and update on progress of tasks• Excellent interpersonal skills• Plan and organise activities within own workload, considering the data collection deadlines.• Recognise and prioritise urgent requirements• Understand the ebb and flow of the school year• Anticipate impact of future events and plan accordingly• Create and edit data accurately and efficiently within time constraints• Have experience within a similar role in business or education sector• Have experience using computerised administrative systems with reference to information management analysis• Have experience in the use of Excel, pivot tables and management information• Have experience in the use of Power BI to produce reports (Desirable).• Embrace and utilise the latest technology to improve efficiencies• Have experience in the use of BromCom or similar management information systems (Desirable)• Have a good understanding of the data requirements of a school.	Application Form and References Interview
You must also:	<ul style="list-style-type: none">• Excellent attention to detail• Ability to work effectively and supportively as a member of the school team• Capable of working under pressure and responding quickly to changing demands• Demonstrate experience of working with confidential material where discretion is paramount• Ability to understand and follow instructions to ensure successful completion of tasks• Ability to work independently in line with agreed instructions• Positive ‘can-do’ approach to work• Commitment to safeguarding and promoting the welfare of children• A commitment to promote and support the school’s ethos for staff wellbeing for staff and students.	Interview and references