**Person Specification**

**Post Title:** Data Support Officer

**Salary:** Scale 3 (Point 5-6)

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|  | **Essential** | **Desirable** |
| Strong background in data management and analysis, with experience interpreting large and complex datasets | ✓ |  |
| Confident user of Microsoft Excel (including VLOOKUPs, Pivot Tables, and advanced formulas) and other Microsoft applications | ✓ |  |
| Ability to produce accurate, timely, and actionable reports tailored to different audiences | ✓ |  |
| Ability to explain complex data concepts clearly to non-technical users, adapting communication style to the audience | ✓ |  |
| Knowledge of maintaining data hygiene and ensuring accuracy, reliability, and timeliness | ✓ |  |
| Understanding of GDPR, confidentiality, and safeguarding requirements in relation to data handling | ✓ |  |
| Strong organisational skills and the ability to prioritise tasks effectively under direction | ✓ |  |
| Approachable, collaborative, and supportive, with good interpersonal skills | ✓ |  |
| Attention to detail and commitment to accuracy | ✓ |  |
| Flexible and able to respond to changing priorities or urgent requests | ✓ |  |
| Experience in an educational setting |  | ✓ |
| Experience with other data analytics or reporting tools (Power BI, Tableau, etc.) |  | ✓ |
| Experience delivering 1:1 training sessions |  | ✓ |
| Experience with school MIS systems |  | ✓ |
| Knowledge of curriculum data tracking and student progress monitoring |  | ✓ |
| Experience contributing to projects or system implementations |  | ✓ |
| Ability to identify opportunities for process improvement and innovation |  | ✓ |