



Data Assessment Manager
Person Specification

<u>Qualifications /Skills/ Knowledge/ Experience</u>	<u>Essential / Desirable</u>
Degree level qualification (numerical discipline desirable)	D
Experience of maintaining data in a secure environment, inputting, extracting and analysing relevant data from a management information system.	E
Ability to use general purpose tools such as Microsoft Access and Excel to interrogate databases and calculate statistical outputs for analysis, using complex formulae, functions and pivot tables.	E
Ability to sense check figures based on an understanding of how data relates to the real world e.g. identifying, querying and investigating variations in measures from year to year to explain why they have occurred.	E
Knowledge , understanding and management of the following systems and statutory returns: SIMS, SISRA, School Census, statutory performance reports for KS4, RAISE online.	D
Excellent numerical, verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	E
Experience of producing clear reports for data analysis from a variety of sources both internally and externally.	E
Knowledge and understanding of the data protection act and how it applies to the management of data ensuring confidentiality when working with students and staff data.	E
Strong analytical problem-solving skills with the ability to quickly identify anomalies	E
<u>Personal Qualities and Abilities</u>	
Able to work flexibly, switching between tasks and priorities at short notice based on school requirements, and responding to unplanned situations	E
Committing to continuing personal professional development	E
Ability to plan own workload, and to meet tight deadlines whilst working under pressure to achieve timely delivery whilst maintaining quality.	E
Ability to set and work to agreed targets and work schedules	E
High Attention to detail particularly in recording data and ensuring SIMS is consistent with other data output systems used in school.	E
Think creatively to anticipate, solve problems and plan ahead	E
Be self-motivated and pro-active with the ability to act on your own initiative to improve processes and routines applicable to the role.	E

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Ability to work at a high degree of accuracy and the ability to pay attention to detail when working with large volumes of data	E
An appreciation of the educational environment	D
Ability to work under pressure to achieve timely deliverables whilst maintaining quality.	E
Ability to work constructively as part of a team,	E
Confident in delivering training with stakeholders at all levels.	E
A strong commitment to continuing professional development including learning new skills and IT programmes.	E