

Salary: Grade D (FTE £26,978pa to £29,616pa, actual salary £26,978pa to £29,616pa)

Hours: 37hrs per week

Contract: Permanent

Working weeks per year: 52

Responsible to: Assistant Headteacher

Qualifications & Training

Essential

- 5 GCSEs (or equivalent) including English and Mathematics
- Experience in data management
- Experience in managing and developing data systems
- Experience of producing accurate data for reporting
- Evidence of relevant continuous professional development

Desirable

- Experience working in an educational environment
- Qualification in Information Management
- 'A' Level (or equivalent) or a relevant degree

Experience and Skills

Essential

- Experience in data management
- Ability to focus on detail and accuracy when compiling reports
- Proficiency in ICT for data collection and analysis to identify areas of focus
- Knowledge of key performance measures and access to resources produced by the DfE and Ofsted
- Working knowledge of relevant policies, codes of practice and awareness of relevant legislation, for example: Data Protection

Desirable

- Knowledge of school timetabling
- Experience of managing data in an education setting
- Knowledge of statutory data reporting requirements, such as the school census
- Proficiency in using a variety of software packages and managing management information systems and databases
- Familiarity with key performance measures and access to resources produced by the DfE and Ofsted

Personal Attributes

Essential

- Ability to establish and maintain network relationships
- Excellent communication skills
- Strong organisational and planning skills, including the ability to be flexible to achieve targets
- Ability to work to deadlines
- Confidence in advising and guiding educational professionals on MIS and data analysis
- Professional approach, ability to develop effective working relationships, think independently, make sound judgements, and influence others