**Person Specification**

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| **Job Title: Data Manager Grade: Scale S02 Point 26-28****Department: Woodbridge Park Education Service****Division/Section: Children and Adult Services** |

*Selection decisions will be based on the criteria outlined in this form. At each stage of the process an assessment will*

*Be made by the appointment panel to determine how far the criteria have been met. Candidates who do not meet*

*essential criteria will not be considered.*

*Criteria should either be addressed on the application form or in the statement of application. Criteria will be further*

*tested later in the process at interview. When completing your statement of application, you should ensure that you*

*provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.*

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|  | **ESSENTIAL** | **DESIRABLE** |
| Experienceand Qualifications | * Degree level qualification or equivalent
* Experience of working with performance data
 | * Mathematics/Statistics degree (or an element part of the degree)
* Experience of working in an education environment
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| Knowledge & Skills | * Ability to write reports based upon data analysis
* A knowledge of how performance data is used to improve public service
* Excellent ICT skills
* Good statistical skills
* High level numeracy skills
* Excellent communication and interpersonal skills with adults and children
* Ability to effect improvement
* Practical and creative approaches to problem solving
* Ability to manage time efficiently and prioritise work
* Ability to work under pressure in a very busy and diverse environment and meet deadlines and to be able to multi task
* Ability to work collaboratively as part of a team, but also on own initiative and to manage own time
* Highly organised and good attention to detail
* High expectations of self and others
* Able to maintain confidentiality of information
* Knowledge of how performance data is used in schools
* Experience of line management
* Experience of SIMS Information Management Software
* Good working knowledge of SEND, includes codes of practice and awareness of relevant legislation
 | * Experience of working in a school or other educational establishment
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| **Values & Disposition** | * Highly confidential & discrete
* Friendly
* Ability to stay calm in potentially challenging situations
* Calm and supportive manner
* Positive attitude
* Assertive and confident
* Dynamic and dedicated, with ideas and enthusiasm
* An effective team worker
* Excellent attendance and punctuality
* Energetic with high stamina
* Reliable and trustworthy
* Flexible and adaptable
* Open minded
* Resilient
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| **Professional Development** | * Evidence of personal development, training and qualifications
* Willingness to take part in all relevant training and a commitment to one’s own professional development
* The calibre to become an outstanding member of staff
* The ability to plan support and/or training for others
* The capacity and enthusiasm to learn and continuously improve
 | * Ambition to develop career further
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| **Equal Opportunities** | * An understanding of and commitment to Equal Opportunities for all
* Commitment to all aspects of inclusive education
* A commitment to improving standards for all (e.g. by improving levels of attendance and punctuality of pupils)
* Commitment to encouraging participation of stakeholders, parents/carers and the wider community of the service
 | * Experience of working in a multi-cultural context
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| **Other** | An excellent track record demonstrating:* Success in what you have done
* Fitness for the post
 | * + A spotless track record, free from attendance, capability, disciplinary or grievance issues or warnings.
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 JAN 2025