**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** |
| Experience  and 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 |
| 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 |
| **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 |  |
| **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 |
| **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