

ST BEDE'S CATHOLIC COMPREHENSIVE SCHOOL AND BYRON SIXTH FORM

PERSON SPECIFICATION

POST TITLE: Data & Exams Manager

GRADE: Grade 7 Point 15-22 (£23,541 - £27,041)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 4 qualification in relevant discipline or equivalent in a relevant role OR equivalent relevant experience for the role 		<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Significant admin experience Recent extensive experience of utilising IT systems, including MIS and excel Ability to interrogate and analyse data Experience of interpreting policies and procedures to enhance and develop the systems Experience of designing and developing administrative and organisational systems 	<ul style="list-style-type: none"> Significant experience of working in an education environment Experience of school MIS Experience of managing the school examination process 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent numeracy/ literacy skills Extensive knowledge of Microsoft Excel and Word Extensive knowledge of databases Able to interpret advice/statute to devise policies/practice in the light of these Effective use of specialist ICT packages Excellent interpersonal skills and organisational skills 	<ul style="list-style-type: none"> Knowledge in performance management systems 	<ul style="list-style-type: none"> Interview References Test

Disposition	<ul style="list-style-type: none"> • Committed to the Catholic Ethos of the school /trust • Ability to relate well to children and adults • Able to work under pressure and met deadlines • Able to maintain confidentiality • Able to work collectively as part of a team • Flexible approach to work • Willing to participate in training and development • Able to motivate self and others • Committed to the Principles of Equality and Diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced DBS clearance 		<ul style="list-style-type: none"> • DBS check