

**PERSONAL SPECIFICATION: GRADE 5 SCHOOL DATA & EXAMS OFFICER
(WOODFIELD SCHOOL)**

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE	Sound knowledge of school administration systems and procedures , particularly within a school environment.	In-depth knowledge of the SIMS (MIS) system , including Student Details, Assessment Manager, and Exam databases.
	Comprehensive understanding of Data Protection and GDPR as it relates to student and workforce information.	Knowledge of Secondary School timetable construction , including software such as Nova-T.
	Excellent understanding of data collation, manipulation, and analysis , including the preparation of statistical reports for stakeholders.	Understanding of the examination system , including current JCQ and DfE regulations.
	Knowledge of statutory returns , specifically the production and upload of the school and workforce census.	Knowledge of specialist software such as Class Charts, 4Matrix, or ALPs.
SKILLS & ABILITIES	High level of accuracy for entering, checking, and analysing complex student data.	Demonstrate strong leadership and supervisory skills to manage cover supervisors and invigilators.

	Ability to deal positively with children with challenging behaviours within a special school setting.	Ability to develop and deliver training to staff on the use of school management information systems.
	Fully conversant with Microsoft Office (Excel/Word) to an advanced level for data analysis and reporting.	Ability to negotiate budget and resource allocation regarding examination costs.
	Strong organisational skills with the ability to manage conflicting demands and tight deadlines, such as exam seasons.	Ability to interpret and present complex statistical data to the Governing Body and Senior Leadership Team.
	Effective communication skills for liaising with the Local Authority, Awarding Bodies, parents, and staff.	Proactive approach to problem-solving and the ability to work independently with minimal supervision.
QUALIFICATIONS	Level of education equivalent to 5+ GCSEs A-C (Grades 4-9), including English and Mathematics.	Evidence of continuous professional development related to MIS or data management.
OTHER	Commitment to working during the summer for the issuing of GCE and GCSE results in August.	Willingness to support school events such as Parents' Evenings or Progress Days as required.

Enhanced DBS clearance
and a commitment to
safeguarding and promoting
the welfare of children.
