



**Qualifications and Experience:**

	Essential	Desirable
1. Educated to at least A level standard, with GCSEs in English and mathematics at grade C or above.	✓	
2. Degree or degree standard of education.		✓
3. Qualification in Data Management or Statistical Analysis.		✓
4. Evidence of Continuing Education and Professional Development.		✓
5. Knowledge and understanding of the data requirements within schools.	✓	
6. A knowledge of external examination process & procedures		✓

**Professional knowledge and understanding, skills and attributes:**

	Essential	Desirable
7. Excellent working knowledge of ICT systems/packages relevant to the post, including Excel and SIMS Assessment & Exams Manager in particular.		✓
8. Knowledge of timetabling, including use of SIMs/Nova T6/4 Matrix.		✓
9. Excellent interpersonal and communication skills.	✓	
10. Ability to plan and implement systems to maximise use.	✓	
11. Self motivated.	✓	
12. Excellent organisational and time management skills.	✓	
13. Prepare and analyse data for reports and presentations.	✓	
14. Ability to follow and maintain defined procedures.	✓	
15. Ability to maintain records effectively.	✓	
16. To accept constructive criticism and accept suggestions for improving systems/working practices.	✓	
17. Be able to follow direction and work in collaboration with line management and SLT	✓	

**Personal skills and attributes:**

	Essential	Desirable
18. Ability to work as part of a team.	✓	



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19. Ability to work on own initiative, taking instruction as required.	✓	
20. Ability to work under pressure and to tight deadlines.	✓	
21. Ability to lead and develop a diverse team	✓	