**Personal Specification - Data, Exams, Timetable and Cover Manager**

**Assessed through:**

**A = Application Form**

**I = Interview**

**T = Tasks**

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| --- | --- | --- | --- |
| **Education & Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Level 2 / GCSE other equivalent qualification in English, Maths & Computing | ✓ |  | A |
| Degree (in relevant subject) |  | ✓ | A |
| Evidence of continuous professional development | ✓ |  | A |
| Evidence of staff performance management |  | ✓ | I |
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| **Knowledge & Experience - General** |  |  |  |
| Understanding of duties and responsibilities of child protection and safeguarding | ✓ |  | I |
| Use of BSL or willingness to learn | ✓ |  | L / A |
| Evidence of ability to plan and deliver staff training | ✓ |  | A |
| Extensive knowledge of Excel | ✓ |  | A / T |
| Ability to create clear reports and templates | ✓ |  | T |
| Evidence of staff performance management | ✓ |  | A |
| Evidence of presenting data at senior meetings |  | ✓ | I / T |
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| **Knowledge & Experience - Data** |  |  |  |
| Evidence of supporting the development of staff | ✓ |  | A / I |
| Extensive experience using and supporting SIMS | ✓ |  | A / I |
| Experience of configuring SIMS |  | ✓ | A /I |
| Experience of moving data input between database packages  | ✓ |  | A /I |
| Experience of using and reporting from BSquared |  | ✓ | A / I |
| Ability to assess and select relevant data for reporting |  | ✓ | A / I |
| Experience of designing reports to suit purpose | ✓ |  | A / I |
| Ability to use information technology to enhance data analysis and make effective use of data and communicate its significance to others | ✓ |  | A  |
| Ability to present information to a wide audience including staff, parents, governors, and Local Authorities |  | ✓ | I / T |
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| **Knowledge & Experience - Exams** |  |  |  |
| Evidence of managing & developing admin systems | ✓ |  | A / I |
| Ability to understand and implement policies | ✓ |  | A / I |
| Knowledge of examining body requirements |  | ✓ | A / I |
| Experience of investigating where policies/procedures have not been followed |  | ✓ | A / I |
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| **Knowledge & Experience - Timetable** |  |  |  |
| Experience of using NovaT8 or similar or willingness to learn |  | ✓ | A / I |
| Ability to learn quickly on the job | ✓ |  | I |
| Ability to adapt to changing requirements quickly | ✓ |  | A / I |
| Knowledge of school timetabling requirements |  | ✓ | I |
| Ability to say “no” to senior staff when required |  | ✓ | I |
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| **Knowledge & Experience - Cover** |  |  |  |
| Evidence of ability to work on your own initiative | ✓ |  | A / I |
| Ability to plan ahead using information from a variety of sources | ✓ |  | A / I |
| Evidence of implementing change rapidly | ✓ |  | A / I |
| Experience of liaison and negotiating with staff agencies  |  | ✓ | A / I |
| Experience of managing supply staff |  | ✓ | A / I |
| Evidence of accurately recording staff absence  |  | ✓ | T |
| Evidence of checking suitability of supply staff | ✓ |  | I / T |
| Evidence of producing SIMS reports on staff absence  | ✓ |  | T |
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| **Personal Skills & Abilities**  |  |  |  |
| Planning and organisational skills | ✓ |  | I / T |
| Drive, sense of purpose, commitment and perseverance | ✓ |  | I |
| Ability to delegate | ✓ |  | I |
| Demonstrate resilience, optimism and empathy | ✓ |  | I |
| Respect for young people | ✓ |  | I  |
| Commitment to equal opportunities | ✓ |  | I |
| Positive “can do” attitude | ✓ |  | A / I |
| Be aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriately | ✓ |  | I / A / T |
| Excellent interpersonal skills and an ability to build positive relationships at all levels across the school | ✓ |  | I |
| Hold clear values and morale standards | ✓ |  | A / I |
| Excellent Time management and the ability to work under pressure | ✓ |  | A / I |
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