Haydock High School

Person Specification – Data, Assessment and Examinations Manager

Area	E= Essential D= Desirable	Where Measured
Education and Qualifications		
• Good standard of Literacy and Numeracy – GCSE Maths and English or equivalent	E	A/I/C
• Evidence of appropriate continuing personal and professional development	E	A/I
Experience		
• Previous experience of assisting with and/or coordinating examinations	D	A/I
• Previous experience of managing data in schools	D	A/I
• Experience of working with school management information systems (preferably SIMS)	D	A
• Experience of working in a school	D	A
• Working under pressure to tight deadlines	E	A/I
• Provision of data in a user friendly format	E	A/I
• Handling, analysing and evaluation of data	E	A/I
• Working collaboratively with other colleagues in school	E	A/I
• Use of Microsoft Office	E	A/I
Skills and Abilities		
• Ability to work as part of a team and also individually	E	I
• Ability to provide support to teaching staff and other users of information technology systems	E	I
• Encourage high standards of pupil behaviour	E	I
• Awareness of the need for confidentiality	E	I
• Good communication skills	E	I
• Organisation and prioritisation skills	E	I
• Excellent time management	E	I
• Excellent statistical and analytical skills	E	I
• Adept at communicating data and analysis to colleagues from non-technical backgrounds	E	I
• Ability to focus on detail and accuracy when compiling reports	E	I

Area	E= Essential D= Desirable	Where Measured
• Ability to adapt to changes in technology. Ability to learn software and other technologies quickly and independently.	E	I
• Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Windows, Microsoft Office and database management systems.	E	I
Other		
• Willingness to undertake training as required	E	A/I
• Excellent attendance and punctuality	E	R
• An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I

Key: C – Certificates   A – Application form   I – Interview   R - Reference