

PERSON SPECIFICATION

Data Manager

| Category | Essential | Desirable |
|--|-----------|-----------|
| QUALIFICATIONS | | |
| GCSE English and Maths Grade C (or equivalent) | * | |
| EXPERIENCE | | |
| Proven relevant experience of working in a busy data analyst role, or similar | * | |
| Experience of using SIMs and knowledge of data input | | * |
| Previous experience of working with young people | | * |
| Previous experience of working in a school environment | | * |
| SKILLS | | |
| Suitably proficient in all aspect of Microsoft Office, i.e. Word, Excel, Powerpoint, Outlook | * | |
| Good interpersonal and communication skills | * | |
| Good telephone manner | * | |
| Ability to organise, prioritise and meet deadlines | * | |
| Ability to handle confidential material sensitively | * | |

Wey Valley Academy

Matt Britt, Chief Education Officer
Fay MacRitchie, Chief Executive Officer

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| | | |
|---|---|--|
| Ability to main resilience, understanding and positive thinking when working in a challenging environment | | |
| <p style="text-align: center;">QUALITIES & APTITUDE</p> <p>Sense of humour</p> <p>Ability to be an active and full member of a team</p> <p>Able to demonstrate and act upon children's learning needs</p> <p>A positive and optimistic attitude</p> <p>Empathy for young people</p> <p>Accustomed to using their own initiative and the ability to work independently or liaise effectively with a range of professional colleagues.</p> | <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> | |

AEG Is Committed to Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Courageous, Innovative, Excellent

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