

PERSON SPECIFICATION – INFORMATION & INSIGHTS MANAGER

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Education & Training	• Excellent Literacy / Numeracy skills - equivalent to Level 2 in English and Maths. • To be qualified at NVQ Level 2 or above or evidence of equivalent experience in a school environment. • Recent safeguarding training. • GCSE English and Maths at least Grade C or equivalent • Evidence of continued professional development in data management, MIS, or analytics • Existing DBS holder / Pass DBS checks	• Skills in Power BI, SQL, or advanced Excel • Degree or equivalent experience / qualification in a relevant field (data, IT, business or education) • Relevant certifications (e.g. data analysis, GDPR, systems management) desirable	Application form / Interview / Certificates

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<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Experience	• Previous experience of working within a Multi Academy Trust • To have a thorough understanding of safeguarding policies and procedures. • Knowledge of Statutory submissions for Education • Understanding of GDPR policies	• A minimum of 1 year working within a MAT. • Thorough Knowledge of Arbor MIS. • Understanding of Assessment Frameworks	Application form / Interview

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<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Personal qualities and attributes	• A commitment to the protection and safeguarding of children and young people. • Excellent interpersonal and team working skills. • The ability to engage effectively with, and relate to, a range of stakeholders. • Ability to work using own initiative and work without supervision. • A reflective practitioner who actively seeks learning opportunities. Committed to continuous improvement • Possess a caring and positive attitude. • Organised, with an attention to detail • Analytical & proactive	• Valid driving licence and access to own vehicle during the working day.	Application form and interview