

Person Specification

Post: Data and Exams Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Grade C / 5 or above in GCSE English and mathematics Level 5 qualification in a Business related qualification, or A level equivalent 	<ul style="list-style-type: none"> Relevant CPD 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Working in a similar role Use of data management system/s e.g. SIMS Use of NOVA-T6 and 4Matrix Managing internal and external examinations in an educational setting 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in an educational setting, including primary and secondary Working across multiple sites Use of wider range of MIS / analytics e.g. Bromcom, CEDAR, Assembly, Alps 	<ul style="list-style-type: none"> Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Analytical thinker Complex statistical / data analysis Data visualisation Efficient administrator Work to strict in-school and Department for Education rules and deadlines Examination administration processes and regulations Maintain high level of accuracy Work effectively with multiple and senior stakeholders both internally and externally Commitment to safeguarding Microsoft Office, especially Excel, Outlook and Word 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Power BI Coding skills 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to give, receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References