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**PERSON SPECIFICATION**

**Data Manager/PA to Senior Leadership Team**

**Salary: Grade 9 Actual Salary: £26,842 - £30,443 (pay award pending)**

**Potential to move to Grade 10**

**Hours: Monday to Thursday 8.30 – 4.30**

**Friday 8.30 – 4.00**

**30-minute unpaid lunchbreak**

**Start ASAP**

**Education**

**Essential**

* A minimum of 5 GCSES Grade C or above, or equivalent, including Maths and English

**Desirable**

* A-levels or equivalent

**Knowledge, Skills and Experience**

**Essential**

* At least 5 years’ experience in an administrative role with a focus on data
* Ability to work accurately with meticulous attention to detail
* Good working knowledge of spreadsheets and databases
* High level of ICT skills, especially a working knowledge of Word applications
* Experience of organising meetings, including setting agendas and minute taking
* Ability to prioritise and organise effectively in order to meet deadlines
* Ability to work under pressure and to a high professional standard
* Highly organised
* Excellent communication skills and the ability to work effectively with all stakeholders
* Maintaining confidentiality with an ability to show sensitivity and objectivity in dealing with these issues.
* Willingness for continued professional development

**Desirable**

* Experience of managing the school timetable using Nova-T6 and SIMS
* Experience of allocating and managing interventions within the alternative curriculum using Nova-T6 and SIMS
* Experience of the assessment module in SIMS, including the production of marksheets and school reports
* Experience of working in an educational establishment
* Excellent working knowledge of SIMS, including modules in reporting, attendance and end of year processes
* Experience of using the Dorset Council Eploy system (for recruitment)
* Experience of completing the statutory returns i.e. school census

**Other Factors**

* Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practice.

**Source of criteria evidence:**

Application Form / Certification / Interview / References / Test / DBS Safeguarding clearance

David Dinsmore

Headteacher

**May 2025**