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**PERSON SPECIFICATION**

Post: Data Analyst

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **Qualifications** | | | | |
|  | A degree and/or professional qualification relevant to the post, or significant experience in a similar role | E | ✓ |  |
|  | Evidence of and commitment to continuous professional development and training | E | ✓ |  |
| **Experience** | | | | |
|  | Experience of working with data in an education setting | E | ✓ | ✓ |
|  | Experience in the use of school managemenent information systems e.g. Bromcom, Arbor, ESS SIMS etc | D | ✓ | ✓ |
|  | Experience of manipulating large datasets using Microsoft Excel, Power Query, DAX or similar | D | ✓ | ✓ |
|  | Experience of web-based data analysis and presentation tools, e.g. Power BI, Looker Studio, Tableau | D | ✓ | ✓ |
|  | Experience of presenting detailed and complex information to senior staff and external bodies | D | ✓ | ✓ |
| **Abilities, skills and knowledge** | | | | |
|  | Excellent data analysis and problem solving skills | E | ✓ | ✓ |
|  | Excellent literacy, numeracy, communication and presentation skills | E | ✓ | ✓ |
|  | Experience of designing and developing systems for data collection, analysis and reporting | E | ✓ | ✓ |
|  | Excellent organisational skills | E | ✓ | ✓ |
|  | Experience of building effective working relationships with colleagues at all levels | E | ✓ | ✓ |
|  | Understanding of performance accountability frameworks relevant to primary and/or secondary academies | D | ✓ | ✓ |
|  | Ability to work under pressure, with accuracy, unsupervised and on own initiative | E | ✓ | ✓ |
|  | Knowledge of Data Protection legislation including GDPR | D | ✓ | ✓ |
|  | Excellent time management skills and the ability to work to and meet deadlines | E | ✓ | ✓ |
| **Personal qualities** | | | | |
|  | A strong commitment to the Trust values and ethos | E | ✓ | ✓ |
|  | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
|  | A flexible approach and a strong work ethic | E | ✓ | ✓ |
|  | High integrity with an ethically sound approach to building internal and external relationships | E | ✓ | ✓ |