



Person Specification

Job Title:	Data Officer
School/Trust:	Benfield School
Job Evaluation Code:	A4771
Date:	November 2020
Status:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. 5 A*-C GCSE (or equivalent) including English and Maths.	E	✓			
2. Level 3 Qualifications (or equivalent)	E	✓			
3. Comprehensive knowledge of SIMS or a similar system	E	✓	✓		
4. Advanced understanding of Excel and the ability to design formula, queries and reports	E	✓	✓		
5. Knowledge of data analysis tools e.g. SISRA, FFT, Assessment Manager	E	✓			
6. Relevant CPD in relation to the role	D	✓			
7. Awareness of Profiles	D	✓			
8. JCQ regulations	D	✓			
9. Knowledge and understanding of NOVA-T	D	✓			
Experience					
10. Advanced use of Microsoft packages	E	✓	✓		
11. Previous, relevant experience of data management	E	✓		✓	
12. Demonstrable experience managing and developing SIMS data systems	E	✓		✓	
13. Experience of producing accurate data for reporting and assessment	E	✓		✓	
14. Experience of forming and maintaining network relationships	E	✓		✓	

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
15. Information gathering and analysis	E	✓		✓	
16. Experience of working in a secondary school	D	✓			✓
Skills and competencies					
17. Excellent verbal and written communication skills and ability to influence and negotiate at all levels	E	✓	✓	✓	
18. Good telephone manner and interpersonal skills in dealing with students and families	E	✓	✓	✓	
19. Ability to work with data accurately and quickly	E	✓	✓	✓	
20. Ability to work with data and compile reports accurately and quickly	E	✓	✓	✓	
21. Ability to remain reliable under pressure and meet deadlines	E	✓	✓	✓	
22. Attention to detail	E	✓	✓	✓	
23. Excellent IT skills	E	✓	✓	✓	
24. Excellent organisational and planning skills including the ability to be flexible in order to achieve targets	E	✓	✓	✓	
25. Ability to form good working relationships with colleagues and external clients	E	✓	✓	✓	
26. Interested in learning new skills	D	✓	✓	✓	
27. Able to develop innovative practice	D	✓	✓	✓	
28. Ability to demonstrate high professional standards and maintain confidentiality at all times	E	✓		✓	
Personal qualities					
29. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, responsible	E	✓	✓	✓	
Other					
30. Ability to safeguard children and young people	E	✓		✓	
31. Able to travel between head office and school sites in north east England using own transport	E	✓		✓	
32. Flexible approach to working hours, may be required to work evenings on occasion	E	✓		✓	

