

## Person Specification

<b>JOB TITLE:</b>	<b>Data and Information Governance Technician</b>
<b>DATE:</b>	<b>January 2025</b>
<b>STATUS:</b>	<b>Final</b>

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. Broad, generalist understanding of Multi Academy Trusts or educational settings	D	✓			
2. A good standard of education including English and Maths 3. GCSE or equivalent	E	✓			✓
4. Level 3 or equivalent qualification in Data or Information Governance	E	✓			✓
5. Evidence of continuous professional development and training	D	✓			✓
6. Understanding of GDPR policies and procedures	D	✓			
<b>Experience</b>					
7. Experience of working in a school environment	D	✓			
8. Experience of analysing and interpreting education performance data	E	✓	✓	✓	
9. Experience of working with data analysis tools and software to interrogate data and produce reports for a variety of audiences	E	✓		✓	
10. Importing and exporting information from a database	E	✓		✓	
<b>Skills and competencies</b>					
11. Excellent communication skills	E	✓		✓	
12. Excellent attention to details to ensure data is accurate	E	✓			
13. Ability to respect and maintain confidentiality	E	✓		✓	
14. Ability to prioritise workload effectively and meet deadlines	E	✓	✓	✓	

15. Good understanding of current software operating systems	D	✓		✓	
16. Reasoning skills and ability to interpret information	E	✓	✓		
17. Efficient and effective organisational skills	E	✓		✓	
18. Excellent customer service skills and ability to respond quickly and circumstances dictate	D	✓			
19. Ability to work effectively as part of a team, understanding school roles and responsibilities and your own position within these.	E	✓		✓	
20. Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	E	✓			
<b>Other</b>					
21. Demonstrates behaviours consistent with the trust's values: Aspirational, Collaborative, Inclusive, Innovative, Responsible	E	✓		✓	
22. Ability to safeguard and promote the welfare of children	E	✓		✓	
23. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	
24. Holds a current driving licence and able to travel between head office and school sites	D	✓		✓	