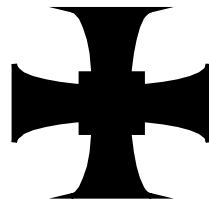


# Trinity School, Carlisle



## Person Specification

POST TITLE: Data Officer

	ESSENTIAL	DESIRABLE
Qualifications	5 GCSE's (A* – C) including Maths and English <b>OR</b> equivalent experience in a similar work environment	
Experience	Current experience of data handling and analysis techniques Current experience in using and managing complex MIS	Previous experience in a school environment
Knowledge	A working knowledge of Microsoft Office packages especially Excel	Previous experience of SIMS especially Assessment Manager Experience in the use of school performance analysis packages, such as SISRA and ALPS Knowledge of DfE school performance measures
Skills	Excellent numeracy and literacy skills Ability to communicate well with people at all levels and external agencies Advanced skills in the organisation of data Skilled in time management Ability to work to strict deadlines	Excellent data analysis and presentation skills

	<p>Ability to work on own and prioritise own workload</p> <p>Able to multi-task</p> <p>Ability to work as part of a team</p> <p>Accurate in working practices</p> <p>Able to problem solve</p> <p>Imaginative and innovative</p> <p>Confident</p> <p>Flexible approach to working arrangements in line with the duties of the post</p>	
<p>Special Circumstances</p>	<p>Enactment of Health and safety requirements and initiatives as appropriate</p> <p>To have due regard for safeguarding and promoting the welfare of young people, and to follow the child protection procedures</p> <p>Be aware of responsibilities under the Data Protection Act for the security, accuracy and relevance of information held and maintained</p> <p>Treating all information acquired through your employment, both formally and informally, in strict confidence</p> <p>Any other duties of an appropriate level and nature will also be required.</p>	