



Titus Salt School
Personnel Specification: Data Operations Manager
Band SO1 (SCP 23-25)
5 days (37 hours) per week term time only + 20 days

Key: A = assessed at application I = assessed at interview T = assessed through selection processes

Requirement	Attributes and how demonstrated	
<p>Developing Self and Working with Others - Qualifications and Training To be collaborative in approach when working in a range of contexts and groups. The breadth of involvement includes our students, staff, governors, parents/carers and members of the community. Our aim is to build a professional learning environment that enables others to achieve. In addition there has to be a clear willingness to learn from others.</p>	<p>Essential</p> <ul style="list-style-type: none"> • GCSE or equivalent in English and Maths (A) • Excellent standard of IT skills (A, I) • Evidence of continuing professional development and a willingness for further development as appropriate. (A, I) • Treat people fairly, equitably and with dignity to create and maintain a positive team culture. (I) • Demonstrate excellent working relationships. (I) • Acknowledge the responsibilities and celebrate the achievements of individuals and teams. (A,I) • Able to balance work and personal life; is considerate of the well being of others. (A,I) 	<p>Desirable</p> <ul style="list-style-type: none"> • Advanced software applications in word processing, spreadsheets and databases. (A,I) • Other relevant professional qualifications. (A) • Capita SIMS training.(A, I)
<p>Shaping the Future - Experience It is critical to have the skill and ability necessary to work with a range of teams when developing a shared, strategic vision which inspires and motivates students, staff and other members of the school community; leading to increased levels of attainment, achievement and progress.</p>	<p>Essential</p> <ul style="list-style-type: none"> • Ability to process and analyse data, checking for accuracy. (A,I) • Excellent organisational skills and have the ability to perform tasks that require attention to detail. (A, I) • Training and presentations to others in the use of data systems and associated software. (A,I) • Experience and success in the areas of clerical work, administration and finance. (A,I) • Experience of working in a demanding environment where an ability to prioritise is essential. (A,I) • Ability to communicate effectively with students, staff and parents/carers. (A, I) • Experience of working sensitively and effectively with a range of staff at different levels. (A, I) • Experience of working with, and offering guidance to staff. (A) 	<p>Desirable</p> <ul style="list-style-type: none"> • Leading small teams of staff. (A,I) • Success in leading a team that demonstrates leadership, management and/or guidance of staff. (A,I) • Experience in the management of school examinations. (A,I) • Experience of producing statutory data returns to central government departments/agencies. (A,I)



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<p>Special Knowledge The Data Operations Manager should have high expectations and be able to inspire a range of teams to become effective, enthusiastic and show levels of independence, supporting the school to achieve its full potential.</p>	<p>Essential</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation pertaining to: <ul style="list-style-type: none"> ○ Examination procedures ○ The use of data. (I,T) • Management Information Systems. (A,I) 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of school target setting procedures and the use of progress data. (A,I) • Importing and exporting information from data systems. (A,I) • Experience in the use of SIMS software. (A, I) • Knowledge of using Nova T for timetabling. (A,I)
<p>Managing and Leading the Organisation - Practical and Intellectual Skills To make a significant contribution to the effective organisation and management of the Exams and Data Team and to lead and seek ways of improving organisational structures and functions. To fully support the SLT Link in ensuring that the team and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment; to manage resources and ensure value for money through effective performance management.</p>	<p>Essential</p> <ul style="list-style-type: none"> • High level skill in use and development of Management Information Systems. (A,I) • Excellent organisational and record-keeping skills. (A) • Excellent time management. (A, I) • Excellent interpersonal skills. (A, I) • Ability to delegate appropriately and support colleagues to achieve shared goals. (A) • Ability to plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals. (A,I,T) • Identify successes and failures and positively embrace change to secure continuous team improvement. (I) • Prepared to challenge staff and established ways of working within the use of data to move the school forward. (I) • Able to persuade, motivate, negotiate and influence needs and actively seek learning opportunities. (A,I) • Maintain confidentiality, respond positively to change and inspire confidence. (A,I) • Make a significant contribution to promote good behaviour and a positive school ethos. (I) • Experience of performing tasks with great attention to detail. (A, I, T) 	<p>Desirable</p> <ul style="list-style-type: none"> • Able to develop administrative systems to meet changing needs • Provisioning of staff onto SIMS and associated school IT systems. (A, I)



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Equal Rights

Titus Salt School is an equal rights employer. We require our Governors and staff to follow our equality policies and all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements. As an equal rights employer, Titus Salt School is committed to making any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.