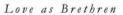
THE COOPERS' COMPANY AND COBORN SCHOOL





Person Specification

Data Analyst

| Qualifications | E | D |
|--|---|---|
| GCSE or equivalent in Maths and English | X | |
| Degree or similar qualification relating to Statistics, Maths or Data | | X |
| Analysis | | |
| Experience | | |
| Proven administration and data management/ analysis experience, | X | |
| preferably within a busy medium to large organization | | |
| Experience of working with a school management information system or | X | |
| proven transferrable skills | | |
| Experience in structuring, cleaning and transforming data | X | |
| Experience in data analysis techniques and advanced Excel | X | |
| Experience in creating and designing reports | X | |
| Understanding of data protection legislation and requirements | X | |
| Experience of carrying out a high volume of data entry tasks with high | X | |
| levels of accuracy | | |
| Experience of working on own initiative and with minimal supervision | X | |
| Knowledge | | |
| General understanding of the operation of a school | | X |
| Detailed knowledge and understanding of a management information | | X |
| system (MIS) | | |
| Skills and Abilities | | |
| Personal commitment to the school's ethos and values | X | |
| Excellent verbal and written interpersonal and communication skills | X | |
| Excellent organisational skills | X | |
| Ability to generate, process and interpret useful data | X | |
| Ability to manage pressure points and workload accordingly | X | |
| Ability to describe and present work in front of groups of stakeholders | X | |
| Proven team player | X | |
| Ability to work well with the full range of stakeholders, in a transparent | X | |
| and accountable way | | |
| Able to follow instructions and adhere to all school policies | X | |
| Ability to juggle a busy varied workload and respond flexibly to changing | X | |
| priorities | | |
| Positive role model for students | X | |
| Ability to hold purposeful, open to learning conversations | X | |
| Positive outlook, with good humour | X | |
| Mandatory Requirements | | |
| Commitment to safeguarding and promoting the welfare of | X | |
| children and vulnerable adults in school | | |
| Commitment to equal opportunities | X | |