



## **Carew Academy Person Specification Data and Publicity Manager**

All of the criteria below are essential unless stated otherwise.

### **Education / Qualifications:**

- Minimum GCSE Grade C/4 or equivalent in English and Maths
- Additional Qualifications at a Higher Level (desirable)

### **Experience:**

- Analysing progress data (desirable)
- Working with data analysis tools and software to interrogate data
- Producing marketing information for a range of audiences
- Working with students with a broad range of additional needs (desirable)

### **Skills:**

- Excellent statistical and analytical skills
- Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Excel
- Ability to work accurately, with meticulous attention to detail
- Up-to-date knowledge of school systems including SIMs (desirable)
- The ability to work constructively as part of a team, follow line management structures and contribute effectively to the wider school ethos
- Ability to write well in a variety of styles
- Ability to meet deadlines
- Ability to prioritise and organise effectively
- Ability to relate well to both children and adults
- Ability to evaluate own training needs and actively seek training opportunities
- General understanding of appropriate curricula for young people with additional needs.
- Understanding and knowledge of relevant polices/codes of practice and awareness of relevant legislation, for example child protection.

Candidates will be short listed entirely on the basis of the extent to which they meet the above criteria in their application form.