



PERSON SPECIFICATION

JOB TITLE	Education Data Analyst	
<p>SAFEGUARDING:</p> <p style="text-align: center;"><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. 		
CRITERIA	ESSENTIAL	DESIRABLE
Educated to degree level in STEM subject or equivalent.		√
EXPERIENCE		
Proven ability to plan, organise, and structure project work.	√	
Track record in building good relationships with stakeholders.	√	
Participation in team-based projects.		√
Participation in IT or data developments.		√
KNOWLEDGE & SKILLS		
Creating reports using Excel or Power BI.		√
MS365: Sharepoint, Power Platform		√
MS Word/Excel/PowerPoint/Outlook/Teams	√	
Strong interpersonal skills	√	
Excellent presentation skills (written and oral)	√	
APTITUDES		
Commitment to continuously develop relevant technical skills	√	
Innovative, problem solving attitude	√	
Collaborative approach to working with colleagues and in project teams	√	
Desire to contribute to the wider life of the School	√	

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Proactive and able to work independently	√	
Ability to work on multiple concurrent initiatives	√	

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