

DATA MANAGER

PERSON SPECIFICATION

E = Essential D = Desirable for applicants to meet the relevant standard.

| Criteria | Standard | E/D | Measured By |
|-----------------------------|--|------------|------------------------------------|
| Skills and Knowledge | Good communication and interpersonal skills | E | Application Form |
| | Excellent analytical skills and ability to interpret data | E | Application Form/Interview |
| | Excellent written and oral communication skills | E | Application Form/Interview/Referee |
| | Excellent numeracy/literacy/ IT skills with good working knowledge of a variety of IT packages including Microsoft Office applications | E | Application Form/Interview |
| | Good presentation skills adaptable to a variety of audiences. | E | Application Form/Interview |
| | Ability to process large amounts of data and present information in a logical, clear and concise format | E | Application Form/Interview |
| | Able to work constructively as part of a team | E | Application form |
| | Excellent organisational skills and ability to work under pressure with high degree of accuracy. | E | Application Form/Interview |
| | Ability to self-manage, meet deadlines and prioritise work load | E | Application Form/Interview |
| | Ability to problem solve | E | Application Form/Interview |
| | Awareness of relevant legislation relating to safeguarding an child protection | D | Application Form/Interview |
| | Use of SIMS | D | Application Form/Interview |
| | Able to relate well to young people and adults | E | Application Form/Interview |
| Qualifications and Training | Educated to degree level in ICT, Business Studies or Maths or appropriate higher level qualification. | E | Application Form |
| | Relevant experience in a school data management role. | D | Application Form |

| | | | |
|----------------------|--|---|-----------|
| Special Requirements | Clear Enhanced DBS (CRB) check | E | DBS check |
| | Honest and Conscientious | E | Interview |
| | Commitment to raising the educational achievements of young people. | E | Interview |
| | Ability to build and maintain successful relationships with people of all ages, treating them sensitively, with respect and consideration. | E | Interview |
| | A willingness to develop professionally and take part in all training and development opportunities relevant to the post. | D | Interview |