



Data Manager Person Specification

Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ Educated to at least 'A' Level / equivalent standard ▪ GCSE Grade C or equivalent English and Maths 	<ul style="list-style-type: none"> ▪ Experience of working with performance information, statistical analysis, management information or data collection ▪ Experience of working within an educational setting ▪ Knowledge of SIMS Management Information System ▪ Collection, collation, interpretation and dissemination of a wide range of data ▪ Ability to interpret and work within Government, LA and other statutory guidelines ▪ In depth knowledge of Microsoft Office Products ▪ Working knowledge of school software packages: SIMS, SISRA and ALPS ▪ Experience of managing data in a large institute
<u>Experience</u>	
<ul style="list-style-type: none"> ▪ Experience in the use of IT systems and software, particularly to interrogate data. This could include all the Microsoft Office products especially EXCEL and WORD ▪ Ability to work under pressure with a range of day to day matters 	<ul style="list-style-type: none"> ▪ Interpret and act upon guidance and policies, both local and national ▪ Attention to detail and an analytical approach ▪ Ability to prioritise work and meet deadlines ▪ Able to work as part of a team or on own initiative ▪ Able to communicate clearly to a variety of audiences with different levels of understanding ▪ Ability to complete work accurately, clearly and concisely
<u>Skills and Abilities</u>	

Essential	Desirable
<u>Personal Qualities</u>	
<ul style="list-style-type: none">▪ Willing to undertake training and develop professionally▪ Ability to organise and prioritise a heavy workload at busy times during the school year▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required▪ A good sense of humour	