

Person Specification for Data Manager

Description	Rating	Evidence
Experience		
To have extensive experience using SIMS	Essential	Application/Selection Test
To have in depth experience of using Excel	Essential	Application/Selection Test
To have experience of working under pressure and to demanding deadlines	Essential	Application/Interview
To have experience of working with accuracy and precision	Essential	Application/interview
To have experience of making frequent decisions and exercising own initiative	Essential	Application/interview
To have experience producing management data in a large organisation	Desirable	Application
To have experience of using SISRA	Desirable	Application
Knowledge and Skills		
A knowledge of ICT skills necessary to support the data management of the Academy system and analysis of whole Academy performance	Essential	Application/interview
To be aware of and comply with policies and procedures relating to CP, H&S, security, confidentiality and data protection, reporting all concerns to line manager.	Essential	Application/interview
The ability and knowledge to be able to work in a team as well as individually	Essential	Application/interview
The ability to use IT and specialist programmes and equipment	Essential	Application/interview
The ability to self-evaluate	Essential	Application/interview
The ability to relate well to both adults and children	Essential	Application/interview
Effective oral and written communication skills and the ability to produce clear analytical reports.	Essential	Application/interview
Professional Characteristics		
A commitment to safeguarding and promoting the welfare of children and young people	Essential	Application/interview
To demonstrate commitment to the professional development of self and that of the Academy.	Essential	Application/interview