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| **Data Manager Person Specification** | | |
| **Qualifications, Experience & Skills required** | **Essential** | **Desired** |
| **Qualifications** | * NVQ 3 or above in Business Administration or experience in relevant discipline. * GCSE Grade C or above in English and Maths | * Vocational qualifications in relevant discipline * Report Writing * Training. |
| **Experience** | * Full working knowledge of the SIMS database, including the design, creation and production of reports * Full working knowledge of statutory data reports such as school census * Working knowledge of school timetable creation and manipulation * Working knowledge of Data Protection and Freedom of Information legislation * Working knowledge of record management or archiving systems * Effective use of specialist ICT packages, e.g. Microsoft Office, SIMS, Sleuth, SAP * Effective use of report design, writing and data manipulation tools, e.g. MS Excel, MS Publisher * Experience of designing and developing management information systems * Full working knowledge of relevant policies/codes of practice/legislation. | * Advanced report writing skills |
| **Skills** | * Excellent IT skills, in particular the creation of non-standard reports and manipulation of data * Creativity is an essential part of this role; the post holder will need to be able to develop and design meaningful data reports and brochures for publication internally and externally * Excellent numeracy/literacy skills * Ability to focus on detail and accuracy when compiling reports * Ability to plan and develop systems to enhance the management of the school’s data and records * Excellent open, honest and direct communication skills, including the ability to effectively train staff in the use of management information systems * Excellent organisational and planning skills, including the ability to be flexible in order to achieve objectives * Ability to work to strict deadlines * Ability to relate well to children and adults * Ability to form good working relationships with colleagues and stakeholders and work constructively as part of a therapeutic community team * Ability to “think on their feet” and make effective decisions, particularly when dealing with complex and contentious issues * Ability to influence others through persuasion and discussion * Ability to offer solutions and guidance to more complex issues around data manipulation and records management * Ability to work to professional standards, think independently and make sound judgments * Enthusiastic, innovative and forward-looking. | * Training others. * An awareness of how a therapeutic community model works * Line Management experience |