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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.
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| **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
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| **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

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