

**DATA MANAGER PERSON SPECIFICATION**

**ESSENTIAL**

* Good level of general education (at least NVQ2) or equivalent) and good numeracy and literacy skills
* Proven administration experience.
* Proven experience in use of MS Applications including Word, Excel, Powerpoint and Access.
* Experience of data gathering, reporting and analysis – preferably in a school setting.
* Ability to work in an organised and methodical manner.
* Ability to forward plan, prioritise and meet deadlines.
* Attention to detail and ability to maintain accurate records.
* Ability to summarise, analyse and interpret numerical data to identify issues / trends and patterns.
* Ability to manipulate data to produce written / numerical and graphical reports.
* Ability to develop and review systems of work.
* Ability to take personal responsibility for organising day to day workload.
* Ability to work effectively and supportively as a member of the school team.
* Demonstrate a basic understanding of the work of a school.
* Demonstrate a good understanding of school data and assessment recording / reporting requirements.
* Demonstrate an understanding of confidentiality and child protection issues in a school setting.

**DESIRABLE**

* SIMS net database qualification
* Experience of using Assessment Modules in SIMS (desirable).

Training will be given where appropriate