**Valentines High School**

**Student Data and Progress Manager**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications:**   * Educated to at least degree level * Sufficient numerical skills to support all the requirements of the post. * Relevant qualification in ICT/Business Administration |  |    |
| **Knowledge and Experience**   * Knowledge and understanding of the data requirements of schools. * Knowledge of a variety of ICT applications including Microsoft Word and Microsoft Excel. * Knowledge of SIMS (School Information Management System) or other Information Management Systems. * A track record of successful data management and the ability to develop successful systems. * A sophisticated knowledge of Microsoft Excel including the use of formulae for calculations. * Experience of working in an educational environment. |        |    |
| **Skills and Abilities**   * Excellent organisation and time management skills. * Ability to prioritise work and respond to varying workloads. * Ability to plan and implement systems to maximise use. * Excellent written and oral communication skills. * Ability to produce written reports suitable for a variety of audiences. * Ability to focus on accuracy and detail when compiling reports. * Ability to form good working relationships with colleagues |            |  |
| **Other**   * An understanding of and commitment to adhering to school policy on safeguarding. |  |  |