**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
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| **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.
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| **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
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| **Other*** An understanding of and commitment to adhering to school policy on safeguarding.
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