

Person Specification

**Designation: Sims and Data Manager**

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| --- | --- | --- | --- | --- |
| ***Attribute*** | Essential | ***How Identified*** | ***Desirable*** | ***How identified*** |
| **Qualification** | English and Maths to at least GCSE/Level 2 level or equivalent | Application | Educated to degree level | Application |
| Educated to A level / NVQ level 3 or equivalent | Application | Relevant IT qualification | Application |
| Willing to undertake any in-service training offered which is relevant to the duties of the post. | Interview |  |  |
| **Work related experience and associated skills**  | Experience of compiling and collating statistical and performance information | Application | Experience producing user guides or staff training manuals | Application |
| Ability to interrogate, manipulate and analyse data and draw conclusions | Application/Interview | Experience of and ability in training staff | Application/Interview |
| Experience of data import/export using large databases | Application |  |  |
| Ability to use IT systems including the Microsoft Office suite to an advanced level | Application/Interview |  |  |
| Experience of using SIMS including reporting | Application |  |  |
| Ability to produce written reports to present and summarise data | Application/Interview |  |  |
| Experience liaising with colleagues at all levels | Application/Reference | Experience within a school setting | Application |
|  | Ability to work to agreed priorities, meet deadlines, deal with conflicting demands and deliver accurate results on time | Application/Interview |  |  |
| **Personal skills / Specialist knowledge**  | Ability to employ discretion and judgement when handling confidential data | Application/Interview |  |  |
| Ability to work as part of a diverse team, including willingness to be adaptable and work flexibly to meet the needs of the team | Interview |  |  |
| Self-motivated and disciplined in timekeeping and prioritising tasks | Interview  |  |  |
| Ability to work to agreed priorities, meet deadlines, deal with conflicting demands and deliver accurate results on time | Interview/reference  |  |  |
| Ability to follow instructions | Interview/reference  |  |  |
| Sympathetic to the ethos of a Catholic School  | Interview  |  |  |
| Committed to ensuring the safety of children  | Interview  |  |  |