



Data Manager

Person Specification

Qualifications, Knowledge & Experience	Essential	Desirable
5 GCSE's A* - C including English and Maths or equivalent	X	
Knowledge and understanding of the data requirements of schools	X	
Knowledge and understanding of school performance measures	X	
Knowledge and understanding of SISRA		X
Ability to interpret or analyse data and information or situations in order to make a decision or recommendation	X	
Knowledge of a variety of ICT applications including Excel	X	
Experience of data input and manipulation	X	
Knowledge of SIMS (School Information Management System) or other Management Information Systems	X	
Experience of development, management and operation of computerised administration systems	X	
Experience of working at a senior level and leading a team		X
Skills and Abilities		
Excellent organisational and time management skills	X	
Ability to plan and implement systems to maximise use	X	
Ability to lead and motivate a team	X	
Excellent interpersonal and communication skills		X
Ability to produce written reports suitable for a variety of audiences	X	
Personal Job Related Skills/Attributes		
Ability to relate well to adults and children	X	
An ability to maintain confidentiality	X	
Accuracy and attention to detail	X	
Ability to work under pressure	X	
Ability to exercise tact and diplomacy	X	
Ability to work as part of a team and independently	X	
Confidence, enthusiasm, flexibility and responsiveness to change	X	
Committed to self-development and CPD	X	
Other Requirements		
Willingness to be flexible with working hours to respond to the needs of the Academy	X	