**Person Specification Data Manager for Bohunt Education Trust**

**Knowledge, Experience and Skills required**

* Previous experience working within a data management or highly systematic administrative environment
* Good IT skills including knowledge of Microsoft applications such as Word, Excel and PowerPoint
* Prior SIMs knowledge is essential
* Excellent written and verbal communication
* Highly developed interpersonal skills
* An ability to work on own initiative and as part of a team
* Ability to prioritise workload, work under pressure and to tight deadlines
* Being accurate and well organised in approach to work – Essential
* Good attention to detail – Essential
* Excellent time management skills

**Additional Information *(including any qualifications required)*:**

* Good general standard of education including GCSE (or equivalent) Mathematics and English Language grade A-C/9-5
* Highly numerate
* Well organised
* Eye for detail