



Marple Hall School

The Marple Hall Spirit



We're working towards Artsmark
Awarded by Arts Council England



INVESTORS IN PEOPLE | Bronze

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

Data Manager - Person Specification			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SKILLS, KNOWLEDGE AND APPTITUDE	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Ability to use WP, spreadsheets and databases • Accurate record keeping and meticulous attention to detail • Excellent communication skills • Excellent organisational and planning skills including the ability to be flexible • Ability to work to deadlines • Ability to work to professional standards, think independently and make recommendations • Supportive approach to others and an ability to relate well to colleagues and students • Flexibility to adapt in an ever changing environment 	<ul style="list-style-type: none"> • Be able to write clear and concise reports • Knowledge of school data, qualifications & assessment • Ability to analyse and interpret data • Knowledge of statutory data reporting requirements such as school census 	<ul style="list-style-type: none"> • Application form • Interview • References
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good standard of general education • Willingness to embrace personal development 	<ul style="list-style-type: none"> • A Levels or equivalent • Degree or equivalent 	<ul style="list-style-type: none"> • Application form



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<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Strong data management skills • High level of experience in SIMS with the ability to produce and manipulate data • Experience in analysing and presenting data in a readily understandable and informative way • Experience in using Excel to analyse performance data • Analytical thinking – to identify issues, obtain relevant information, relate and compare data from different sources and identify alternative solutions. 	<ul style="list-style-type: none"> • Experience of working in a school or similar environment • Knowledge of how the use of data can be used to improve performance and develop intervention strategies • Knowledge of 4Matrix or other third party educational software • Familiarity with the different types of data collected and used in schools 	<ul style="list-style-type: none"> • Application form • Interview • References
<p>ADDITIONAL FACTORS</p>	<ul style="list-style-type: none"> • Keen to share knowledge and skills, to develop effective practice across an organisation • Able to use initiative and solve problems • Trustworthy • Adaptable and flexible approach to work • Excellent standards of attendance, punctuality and dress 	<ul style="list-style-type: none"> • Willing to contribute to the wider life of the school • Proactive approach to identifying ways to help data users make more effective use of data 	<ul style="list-style-type: none"> • Application form • Interview • References