

Person Specification: Data Manager



	Essential	Desirable
Qualifications	• High standard of literacy and numeracy. • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths.	• Graduate – degree relating to Statistics, IT, Maths or a Higher Education Degree in Data Analysis.
Experience	• Proven administration and data management/interpretation experience. • Experience of working with a (school) management information system or have proven transferable skills.	• Experience of dealing with both young people and adults. • Experience as a school Data Manager.
Knowledge & Skills	• A passion for ICT and a commitment to excellence with meticulous attention to detail. • Detailed knowledge and understanding of a management information system (MIS). • Be an effective and confident communicator, having a good command of English, both spoken and written. • Ability to work as a team and on one's own. • Ability to lead and support in areas specific to the role as appropriate. • Excellent IT skills – including a high proficiency in the use of Microsoft Office and the manipulation of data, with particular expertise in using Excel, as well as proficiency in the use of SQL databases. • Ability to use all current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to the role.	• Understand the workings of a Senior School. • Detailed knowledge and understanding of iSAMS MIS.
Personal Qualities	• An awareness of the importance of confidentiality and data protection. • Able to juggle a varied workload and respond flexibly to changing priorities. • A commitment to safeguarding and promoting the welfare of children.	• Conversant with relevant educational issues and developments within the specific field but also in more general areas. • Understanding of school processes and environment. • An understanding of 'safeguarding' and its importance within the school environment.

	• To display the highest levels of integrity and complete trustworthiness and discretion. • Excellent inter-personal skills with the ability to communicate sensitively with students, staff, parents, other stakeholders and members of the public. • Be a problem solver, and to be able to reflect upon one's own practice. • Be highly organised with excellent time management skills in order to prioritise a wide range of immediate, short and long term demands, working to tight deadlines and pressure whilst retaining a professional composure. • The ability to work independently, be a 'self starter and display initiative/pro-activity. • Display excellent team work skills. • Availability to be in School for the external exam results and the follow up period, as required. • Have an excellent punctuality and attendance record. • Be of smart professional appearance. • Flexible, versatile and self-motivated. • Confident and authoritative. • Ability to grasp the ethos of the school and to contribute positively to the pastoral life. • Excellent sense of humour!	
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