

Data Manager - Person Specification

Criteria	Essential (E) or Desirable (D)
<p>Education</p> <p>A recognised qualification relating to the post, at NVQ level or above.</p> <p>Evidence of relevant professional development, particularly in relation to data management and communications in a school setting.</p>	<p>E</p> <p>E</p>
<p>Experience</p> <p>Experience of working in an administrative / technical role in a school setting.</p> <p>Experience of managing data in an organisation</p> <p>Experience of managing and responding to parent enquiries</p>	<p>D</p> <p>E</p> <p>D</p>

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Knowledge, Skills and Abilities	
Excellent digital literacy skills, including overseeing management information systems and data entry.	E
Clear and analytical thinking and problem-solving	E
Ability to manage data accurately and in a timely way	E
A good communicator, able to remain calm and collaborative under pressure	E
Self-organisation and the ability to manage deadlines	E

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Personal Qualities	
A positive and 'can-do' attitude	E
Committed to setting and maintaining high standards for staff and pupils	E
Willingness to take on additional responsibilities and work across disciplines in a busy school environment.	D
Ability to work in partnership with pupils, parents, staff, governors and the wider Chatsworth community.	E E
Excellent interpersonal skills	E
Able to demonstrate Initiative and self-discipline	E