

The Lowry Academy vacancy



Aspiration | Resilience | Respect | Confidence | Creativity

Person Specification – Data Manager

For evidence, A = Application, I = Interview, R = Reference

	Essential	Desirable	How it will be assessed
Qualifications			
Maths and English GCSE or equivalent A*-C	x		A
Evidence of further relevant qualifications or training		x	
Evidence of being up to date and commitment to further skill development	x		
Experience			
To have extensive experience using SIMS	x		A, I
To have in depth experience of using Excel	x		
To have experience of working under pressure and to demanding deadlines	x		
To have experience of working with accuracy and precision	x		
To have experience of making frequent decisions and exercising own initiative	x		
To have experience producing management data in a large organisation	x		
Knowledge and Skills			
A knowledge of ICT skills necessary to support the data management of the Academy system and analysis of whole Academy performance	x		A,I
To be aware of and comply with policies and procedures relating to CP, H&S, security, confidentiality and data protection, reporting all concerns to line manager.	x		
The ability and knowledge to be able to work in a team as well as individually	x		
The ability to use IT and specialist programmes and equipment	x		
The ability to self-evaluate	x		
The ability to relate well to both adults and children	x		
Effective oral and written communication skills and the ability to produce clear analytical reports.	x		
Character			
A commitment to safeguarding and promoting the welfare of children and young people	x		
To demonstrate commitment to the professional development of self and that of the Academy.	x		
Special Requirements			
Successful candidate will be subject to an Enhanced Disclosure and Barring Service Check	x		A



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Safeguarding

The Lowry Academy is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment

x

I,R



The Lowry Academy
The best in everyone™
Part of United Learning