

Data Manager – Trust Position

EDUCATION	Requirement:	Assessed at:
Good honours degree or equivalent	D	A
At least 5 A*-C GCSE including English and Maths or equivalent	E	A
Evidence of further professional development	D	A

EXPERIENCE OF	Requirement:	Assessed at:
Working with young people in a learning environment	E	A S
Working using collaborative partnerships	E	A S
Experience within an educational setting, including working as a Data manager or equivalent	E	A S

BEHAVIOUR	Requirement:	Assessed at:
Natural communicator; relationship building skills with a range of stakeholders	E	S
Ability to use data and evidence to draw conclusions / reinforce success	E	S
Proactive and innovative	E	S

KNOWLEDGE & UNDERSTANDING	Requirement:	Assessed at:
Knowledge and experience working with MIS system Arbor	E	A S
Knowledge and experience working with other IT systems for data management and other databases	E	A S
Analytical Skills, interpretation and analyzing learner data	E	A S
Excellent Organisational skills	E	A S
Ability to understand and complete complex returns, write complex letters and reports	E	A S
Ability to use clear language to communicate information unambiguously and exchange complex verbal information clearly and sensitively	E	A S
A strong understanding of Data Protection principles	E	A S
A strong understanding of safeguarding and health & safety	E	S
Strong problem solving skills	E	S
Accuracy and attention to detail	E	

LEADERSHIP SKILLS	Requirement:	Assessed at:
Ability to work within teams effectively, motivate, enthuse and inspire colleagues and learners	E	S
Ability to delegate and hold staff/learners to account	E	S
Ability to remain clam under pressure	E	A S
Flexibility	E	A S
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A S

ATTRIBUTES	Requirement:	Assessed at:
Committed to the aims of Wootton Park School	E	S
Committed to Equality and Diversity	E	S
Committed to own continuing professional development	E	A S
Clear view of what high standards and performance looks like	E	S

