



**PERSON SPECIFICATION**  
for  
**DATA MANAGER**

CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE *
<b>QUALIFICATIONS AND TRAINING</b>		
Good general education up to Degree or equivalent	D	A/F
<b>PROFESSIONAL EXPERIENCE</b>		
Experience of developing and managing IT systems	E	A/F/R
Proven experience in a role of responsibility	E	A/F
Experience in staff supervision/management	E	A/F/I/F
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
Awareness of policies and procedures relating to child protection/safeguarding	E	A/I/R
Good working knowledge of databases, spreadsheets and relevant software, preferably including SIMS and Excel	E	A/F/T
Knowledge of methods for motivating and training staff	E	A/F/I
Knowledge of relevant legislation (e.g. GDPR)	D	I/R
<b>ABILITIES AND SKILLS</b>		
Ability to develop innovative practice	E	R
Ability to handle a number of issues simultaneously, while retaining calm, patience and concentration	E	I/R
Ability to meet deadlines, prioritise and organise effectively	E	T/R
Ability to understand data effectively	E	I/R
Ability to use initiative to secure a solution-focused approach to problems or obstacles	E	I/R
Ability to work accurately, with meticulous attention to detail	E	T/R
Excellent organisational and administrative skills	E	R
Good judgement	E	T/I/R
High level ICT skills	E	T/R
High levels of literacy and numeracy	E	F
Proven ability to communicate both orally and in writing, with demonstrable ability to deal effectively and firmly with sometimes challenging and sensitive situations	E	A/I/R
Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels	E	I/R
<b>PERSONAL QUALITIES</b>		
Adaptability, reliability, dedication and commitment	E	I/R
Commitment to equal opportunities and inclusion	E	A/R
Evident enjoyment in working for and with young people	E	I
Good rôle model to colleagues and students	E	I/R
Initiative and creativity	E	I/R
Integrity and discretion	E	I/R
Presence and enthusiasm	E	I
Reflective, sensitive and flexible	E	I/R
Resilience	E	A/R
Willingness to become involved in the School as a community	E	A/I
Willingness to develop professionally and undertake further training, as required	E	A/I/R

\*      *A = Application Letter*                      *F = Application Form*                      *T = Task*                      *I = Interview*                      *R = Reference*

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.