



STRATEGIC DATA MANAGER

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> Educated to Degree Level or Equivalent, or to A Level with significant experience
Experience	<ul style="list-style-type: none"> Experience of operating Information Management systems, preferably SIMS Excellent ICT skills, preferably with advanced skills in Microsoft Word and Excel Experience of data input and manipulation Experience of development, management and operation of computerised administration systems Experience of working at a senior level and managing a team
Job Related Knowledge	<ul style="list-style-type: none"> Knowledge and understanding of the data requirements of schools Knowledge of a variety of ICT applications including MIS systems and Excel An understanding of statistical data analysis and ability to produce reports Ability to interpret or analyse data or situations in order to make a decision or recommendation
Skills and Aptitudes	<ul style="list-style-type: none"> Excellent verbal and written communication skills and able to present to a variety of audiences Excellent organisational and time management skills Ability to plan and implement systems to maximise use High level competence in using IT with advanced skills in manipulation of data Outstanding accuracy and attention to detail Ability to work on own initiative Ability to lead and motivate a team Ability to produce written reports suitable for a variety of audiences
Other Requirements	<p>Commitment to professional development</p> <p>Commitment to the safeguarding and promoting the welfare of children</p> <p>Willingness to be fully involved in the life of the school</p> <p>Willingness to undertake professional development</p> <p>Flexible approach</p> <p>Enhanced DBS plus Children/Adults Barred List</p>