Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8289 4664
020 8289 4665

PERSON SPECIFICATION - ICT / DATA MANAGER

	Essential	**Desirable**
Qualifications	Maths GCSE at grade 5 or equivalent English GCSE at grade 4 or equivalent Hold a recognised computer or network qualification or equivalent experience	
Knowledge/Experience	- working in a similar role - working with Google (in particular, experience with the Google Workspace for Education software suite) - network management - managing & monitoring systems - managing & interpreting data -installing & configuring computer hardware / software - knowledge of GDPR / Data protection	Experience of working in an educational environment Hands-on experience troubleshooting hardware such as servers, routers, bridges, switches, hubs, modems, network interface cards
Skills/Abilities	● Ability to analyse and present/explain information sets in a clear way either within a written or verbal report ● Excellent communication skills(written and verbal) ● An ability to work using own initiative & within boundaries & to prioritise when under pressure ● Able to work flexibly to meet deadlines & respond to unplanned situations ● Strong organisational skills and able to construct information processes /procedures and guides that are clear and user friendly	

| **Characteristics** | Reliable, meticulous, flexible, decisive, and self motivated
Ability to both work alone & to build good working relationships with a range of colleagues
Recognition of the importance of personal responsibility for health & safety
Willingness to take on appropriate training and development opportunities
An understanding and commitment to equal opportunities and the safeguarding/welfare of children | |