



Person Specification: Data Manager

This acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

| Attributes | Essential | Stage identified | Desirable | Stage identified |
|-----------------------|---|---|---|--|
| Formal qualifications | <ul style="list-style-type: none"> GCSE English and Mathematics at grade C or higher Relevant IT Qualification | <ul style="list-style-type: none"> A A | | |
| Experience | <ul style="list-style-type: none"> Significant experience of using SIMS Assessment Management module in a school environment Experience of analysing data Experience of producing pupil reports General school administration procedures Working with databases Willingness to attend training to keep up to date with developments | <ul style="list-style-type: none"> A/I A/I A/I A/I A/I | <ul style="list-style-type: none"> Confidence with a range of SIMS modules Experience of school census | <ul style="list-style-type: none"> A/I A/I |
| Knowledge and skills | <ul style="list-style-type: none"> In depth knowledge of SIMs and how SIMs modules work together Excellent written and verbal communication skills, including presentation of data Use of Excel to a very high standard Organisation of self and others; planning and prioritising Time-management Working to tight, strict time schedules Absolute accuracy and attention to detail | <ul style="list-style-type: none"> A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R | <ul style="list-style-type: none"> Evidence of further professional development Knowledge of analytical tools such as, SISRA, FFT, ALPs | <ul style="list-style-type: none"> A/I A/I |
| Special requirements | <ul style="list-style-type: none"> Keen to promote opportunity and achievement for young people through working in secondary education Ability to work without close supervision Ability to prioritise work and work to strict timelines Proactive approach Interest in own personal development and willingness to undertake further training | <ul style="list-style-type: none"> A/I A/I A/I A/I A/I | <ul style="list-style-type: none"> Ability and willingness to train and support others in use of SIMS and other programmes | <ul style="list-style-type: none"> A/I |

(A = Application R = Reference I = Interview)