

CHURSTON FERRERS GRAMMAR SCHOOL

PERSON SPECIFICATION FOR DATA MANAGER

Knowledge and understanding required

- The expectation is that the successful candidate will have school experience, in particular a good understanding of SIMs. Knowledge of Course Manager and School Census is desirable.
- Experience in the use of and familiarity with using school data, in particular creating SIMs data entry templates and exporting data from SIMs into other packages. A working knowledge of the 'Key to Success' website and iDASH packages would be desirable.
- A proven ability and experience in administration, providing high quality documents and service.
- A confident and competent user of IT and excellent knowledge of Excel and Word and an ability to learn how to use other school specific database and spreadsheet packages.

Personal qualities

- High level organisational skills, with ability to prioritise
- The ability to observe confidentiality at all times
- A strong commitment to personal development
- Enthusiasm, a positive outlook and a sense of perspective
- The ability to work independently or collaboratively within a small team
- A willingness to try new approaches or ideas
- Reliability, integrity and good personal organisation