

## Person Specification

### Post: Data Manager

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C or above in GCSE English and mathematics.</li> <li>• Level three qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A higher education degree</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Working in a similar role</li> <li>• Use of data management system/s e.g. SIMS</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Working in an educational setting</li> <li>• Working across multiple sites</li> <li>• Use of L3VA, ALPs or ALIS</li> <li>• Experience of CEDAR</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Microsoft Office, especially Excel and Word</li> <li>• Analytical thinker</li> <li>• Efficient administrator</li> <li>• Work to strict in-school and Department for Education rules and deadlines</li> <li>• Maintain high level of accuracy</li> <li>• Work effectively with multiple stakeholders both internally and externally</li> <li>• Commitment to safeguarding</li> <li>• Maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of what makes a Dixons academy different and successful</li> <li>• Coding skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>