

PERSON SPECIFICATION Data Manager					
KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT	
				Application Form	Interview
What educational background is required? e.g. GCSE/degree level etc	<ul style="list-style-type: none"> ◆ Level 2 (GCSE or equivalent) in English & Mathematic ◆ Level 3 qualification or equivalent 	✓ ✓		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? eg similar experience or responsibilities in Education	<ul style="list-style-type: none"> ◆ Experience of working in a Data Management environment ◆ Experience of working in an education environment or publicly funded providers ◆ Experience of working with Capita UNIT-e 	✓	✓ ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Does the job require specialist knowledge or skills? e.g. legislation, policy-making, supervisory experience, clerical skills	<ul style="list-style-type: none"> ◆ A working knowledge of data returns complying with funding regulations ◆ Proficient in the use of data systems and processes ◆ Experience of working with and manipulating large data sets ◆ Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office and MI systems ◆ Experience of delivering processes in order to ensure data compliance ◆ Experience of managing and motivating staff 	✓ ✓ ✓	✓ ✓ ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What personal qualities are required? e.g. enthusiasm, initiative, team working skills	<ul style="list-style-type: none"> ◆ Commitment to the long term success of the College and personal vision which relates to this ◆ Commitment to quality of service and the ability to ensure that systematic quality improvement procedures are built and implemented. ◆ Strong organisational skills with an eye for detail, the ability to manage a varied workload and meet deadlines ◆ Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences ◆ Ability to work effectively as a member of a team ◆ Excellent customer service skills ◆ Appropriate professional appearance 	✓ ✓ ✓ ✓ ✓ ✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any unusual job requirements? e.g. evening/weekend duties, Governor liaison	<ul style="list-style-type: none"> ◆ Occasional evening work ◆ Occasional attendance at off-site meetings 	✓ ✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>