



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: DATA MANAGER

Criteria

Qualifications / Education / Training

1. Degree or equivalent qualification showing an element of statistical analysis (NB a degree title including Mathematics, Statistics or Computer would be accepted as fulfilling this requirement. For other degrees / qualifications we will require on application that candidates show clearly details of relevant projects or courses with forms of analysis used).
2. An excellent command of written and spoken English.

Experience

3. Experience of working with performance information, statistical analysis, management information or data collection.
4. Experience in the use of ICT systems and software, particularly to interrogate data. This could include Access, SQL, Business Objects and Crystal reports as well as demonstrating high level skills in Excel, including pivot tables.
5. Experience of writing professional reports.*
6. Working knowledge of educational MIS systems eg SIMS.net.*
7. Experience of managing staff.*

Skills, Knowledge and Abilities

8. Ability to prioritise work and to meet deadlines.
9. Ability to work as part of a team or on own initiative.
10. Ability to communicate clearly through a variety of media to audiences with differing levels of understanding.
11. Ability to complete work accurately, clearly and concisely.
12. Ability to interpret and act upon guidance and policies, both national and local.
13. Knowledge of collection, cleaning, analysis and dissemination of statistical information.
14. Knowledge of statistics and the ability to explain concepts to users at all levels of experience.
15. Knowledge of education KPIs/ headline measures

Equal Opportunities

16. Commitment to equal opportunities and inclusion.
17. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

18. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.

19. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
20. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the school.
21. Demonstrate a diligent, "can do" attitude.
22. Energetic and enthusiastic, with a naturally positive outlook.

**desirable*