

## Person Specification – Data Manager

<b>Qualifications and Experience</b>	
GCSE Maths and English, minimum grade C, or equivalent	Essential
Accreditation to a professional body or training and/or relevant qualifications	Desirable
<b>Experience</b>	
Evidence of continued professional development	Essential
Experience of school data and information systems in a school environment (SIMS)	Essential
Practical experience of word processing, excel, email and other IT systems	Essential
Experience of school examinations and the procedures involved	Essential
<b>Skills, Knowledge and Understanding</b>	
Detailed knowledge and understanding of relevant data systems including Excel and SIMS	Essential
Ability to analyse/interpret data	Essential
Ability to work accurately, with meticulous attention to detail	Essential
Ability to prioritise and organise efficiently	Essential
Ability to meet deadlines	Essential
Ability to produce statistical data in a spreadsheet format	Essential
Knowledge of school examination regulations	Essential
Ability to lead teams and individuals effectively	Essential
<b>Personal Qualities</b>	
Highly developed interpersonal skills including the ability to negotiate effectively	Essential
Committed to continuous improvement and reflection of practice	Essential
A passion for the values of community education	Essential
An ability to maintain professional integrity even when under pressure	Essential
Flexibility and resilience	Essential
An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas	Essential
High organisational skills including the ability to prioritise and manage time effectively	Essential
Capacity and enthusiasm for hard work and challenge	Essential
Able to work as part of a team whilst also being self-motivated	Essential
Emotional intelligence	Essential
Capacity to reflect on practice	Essential
An understanding of the strategies for ensuring inclusion, diversity and access	Essential
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	Essential
Ability and confidence to communicate effectively both verbally and in writing	Essential
A commitment to on-going personal development and willingness to undertake appropriate training	Essential

**Appointment to the post is subject to a satisfactory enhanced DBS check.**

**This post is exempt from section 4(2) of the Rehabilitation of Offenders Act (1974) as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.**