Person Specification – Data Manager

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| Qualifications | Essential | Desirable |
| Minimum 5 GCSEs A-C including Maths and English (or equivalent) | x |  |
| Experience |  |  |
| Ability to work accurately, under own initiative and in an organised and flexible manner. | x |  |
| Proven experience of the management and secure retention of data through the use of Management Information System (MIS) modules. | x |  |
| The ability to interpret, analyse and disseminate information in a range of different media to all levels of staff. | x |  |
| Experience of managing the work of an office team including allocation and prioritising of work. | x |  |
| Experience as a school Data Manager or Data Administrator. |  | x |
| Skills, Knowledge and Understanding |  |  |
| Creative approach to problem solving | x |  |
| An excellent working knowledge of MS Excel and other MS Office products. | x |  |
| Excellent written and oral communication skills with internal and external people at all levels | x |  |
| Ability to deal with enquiries in a professional and sensitive manner | x |  |
| Awareness of GDPR and confidentiality | x |  |
| Ability to prioritise workload and work to deadlines effectively | x |  |
| Ability to maintain high standards under pressure | x |  |
| Capacity to show initiative and take responsibility | x |  |
| Proven supervisory experience with developed interpersonal and communication skills. | x |  |
| A wide knowledge and experience of SIMS modules and databases including NOVA/SIMS. |  | x |
| Ability to deal with people at all levels and build and maintain relationships | x |  |
| Personal Qualities |  |  |
| Adaptable and flexible | x |  |
| Ability to inspire, support and energise others to achieve a common purpose | x |  |
| Ability to relate well to young people | x |  |
| Ability to demonstrate and promote good practice | x |  |
| Commitment to the safeguarding and welfare of all students | x |  |
| Presence and enthusiasm | x |  |
| Integrity and discretion | x |  |