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**Ormskirk School**

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| **PERSON SPECIFICATION FORM** | | | |
| **Job Title: Data Manager** | **Grade: 7** | | |
| **Directorate for Children and Young People** | **Post Number:** | | |
| **Establishment/Team: Ormskirk School** | | | |
| **Personal Attributes required**  **(on the basis of the job description)** | | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(e.g. application form, interview, reference etc)** |
| **Qualifications** | |  |  |
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| NVQ level 3 or above qualification (or equivalent) in a relative field  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | | E  E | AF  AF |
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| **Experience** | |  |  |
| Experience of data analysis  Experience of data security policy and procedure  Experience of data protection policy and procedure | | E  E  E | AF  AF  AF |
| Experience of working with children  Experience of working in a relevant classroom/service environment  Experience of Administrative work  Experience of providing ICT technical support  Recent experience of undertaking a similar role  Experience of developing and implementing new systems | | D  D  E  D  D  D | AF  AF  AF  AF/I  AF/I/REF  AF/I |
| **Knowledge/skills/abilities**  Detailed knowledge of ICT applications including Microsoft Excel  Knowledge and skills in using bespoke software – e.g. SIMS Assessment Manager; SISRA; Classcharts  Knowledge of data security methods and confidentiality  Ability to work independently, using own initiative  Ability to present complex information in an accessible way for non-specialists  Ability to work under pressure using time management and organisational skills to ensure adherence to tight deadlines  Good communication and interpersonal skills  Ability to relate well to children  Ability to work as part of a team  Ability to relate well to parents/carers  Flexible and enthusiastic attitude to work | | E  D  E  E  E  E  E  E  E  E  E | AF/I/AS  AF/I/AS  I/REF  I/REF/AS  I/AS  I/REF/AS  AF/I/REF  I/REF  I/REF  I  AF/I/REF |
| **Other**  Commitment to undertake in-service development  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity  Commitment to Health and Safety | | E  E  E  E | I  AF/I/REF  AF/I/REF  AF/I/REF |
| **Note: We will always consider references before confirming an offer in writing** | | | |
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