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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 fieldLevel 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | EE | AFAF |
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| **Experience** |  |  |
| Experience of data analysisExperience of data security policy and procedureExperience of data protection policy and procedure | EEE | AFAFAF |
| Experience of working with children Experience of working in a relevant classroom/service environmentExperience of Administrative workExperience of providing ICT technical supportRecent experience of undertaking a similar roleExperience of developing and implementing new systems | DDEDDD | AFAFAFAF/IAF/I/REFAF/I |
| **Knowledge/skills/abilities**Detailed knowledge of ICT applications including Microsoft ExcelKnowledge and skills in using bespoke software – e.g. SIMS Assessment Manager; SISRA; ClasschartsKnowledge of data security methods and confidentialityAbility to work independently, using own initiativeAbility to present complex information in an accessible way for non-specialistsAbility to work under pressure using time management and organisational skills to ensure adherence to tight deadlinesGood communication and interpersonal skillsAbility to relate well to childrenAbility to work as part of a teamAbility to relate well to parents/carersFlexible and enthusiastic attitude to work | EDEEEEEEEEE | AF/I/ASAF/I/ASI/REFI/REF/ASI/ASI/REF/ASAF/I/REFI/REFI/REFIAF/I/REF |
| **Other**Commitment to undertake in-service developmentCommitment to safeguarding and protecting the welfare of children and young peopleCommitment to equality and diversityCommitment to Health and Safety | EEEE | IAF/I/REFAF/I/REFAF/I/REF |
| **Note: We will always consider references before confirming an offer in writing** |
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