

<b>School Information Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
English GCSE, 'O' level or equivalent at grade A or above	✓	
Maths GCSE or 'O' level or equivalent at grade A or above	✓	
Degree in relevant subject		✓
<b>Professional knowledge, skills and understanding</b>		
Excellent written and spoken English	✓	
Excellent numeracy skills	✓	
Confident and efficient user of word processing packages	✓	
Confident and efficient user of spread sheets to organise, sort and analyse data	✓	
Confident with email and outlook, with a clear understanding of appropriate use	✓	
Experience at interrogating a large database	✓	
Knowledge of School Information Management Systems	✓	
Enthusiastic about working with young people	✓	
Experience of working with young people		✓
A reflective practitioner with a commitment to learning and self-improvement	✓	
An awareness of current legal requirements regarding safeguarding		✓
Flexible, cooperative and self-motivated	✓	
Well organised, systematic and logical with an eye for detail	✓	
Ability to work well under pressure	✓	
Enjoys challenge and change	✓	
Ability to work as part of a team and a good sense of humour	✓	
Able to react quickly and professionally to unexpected situations	✓	
Well presented, punctual and reliable	✓	
Familiar with current best practice for managing data	✓	
Discreet when handling confidential information	✓	