



PERSON SPECIFICATION

Role: DATA MANAGER

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	These are qualities which are required to do this job. No applicant would be considered if they did not have these.	These are additional qualities, which may be useful when the panel is selecting the final shortlist.	
Qualifications	IT Qualifications	A Levels	Application Form Interview
Skills	<p>Advanced PC and Excel, spreadsheets and databases.</p> <p>Analytical skills and self-motivation.</p> <p>Ability to work on one's own and to work with a high degree of accuracy and to use initiative.</p> <p>The ability to remain calm and controlled in what can be a demanding, pressured and ever-changing environment.</p>	<p>To collaborate with all staff.</p> <p>Ability to respond to changed priorities to suit the School's needs.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Knowledge	Experience of working with SIMS and other packages to support data management functions.	Excellent IT and data skills.	Application Form Interview
Work Experience	Experience of working with databases and IT.	Knowledge of SIMS and the school environment.	Application Form Interview
Personal competencies and qualities	<p>Punctual and self-motivated.</p> <p>Positive attitude and an approachable manner.</p> <p>Organised and methodical.</p> <p>Appreciation of processes and documentation.</p> <p>Ability to prioritise tasks and use own initiative.</p>	.	<p>Application Form</p> <p>Interview</p> <p>References</p>

Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service (DBS) Check before they start work at the school as well as taking up references before interview.