

**Person Specification  
Data Manager**

<b>Criterion</b>	<b>Essential</b>
<b>1. Education &amp; Qualifications</b>	<p>Educated to Degree level or to a minimum A Level Standard</p> <p>Evidence of having maintained professional development by seeking further qualifications and/or attending courses relevant to the post</p> <p>Have numerate or information management based qualifications</p>
<b>2. Experience &amp; Data Analysis Skills</b>	<p>Knowledge and experience of school data systems including: Capita School Information System (SIMS) and Assessment Manager</p> <p>Well developed IT skills in a range of software applications</p> <p>Able to assimilate technical and other information</p> <p>Experience of creating and managing databases, including designing forms, queries and reports</p> <p>Ability to analyse complex data, identify trends and patterns, draw conclusions and identify the issues raised by the data</p> <p>Knowledge and experience of school performance data – RAISEonline, assessment data, public examinations data, value added systems etc</p> <p>Experience of working in a busy office or equivalent place of work exercising a range of administrative functions</p>
<b>3. Communication &amp; Interpersonal Skills</b>	<p>Good interpersonal skills – at ease with people &amp; able to engage with personnel at a variety of levels</p> <p>Experience of providing presentations and/or training to others - either data related or in other contexts</p> <p>Good communication skills - able to present data to non-specialists verbally and in writing</p> <p>Good teamwork skills, effective at working with teachers, support staff and managers to understand and meet their data needs</p>
<b>4. Attitude &amp; Motivation</b>	<p>Enthusiastic about using data to support the school and raise achievement</p> <p>Ability to establish the school's data needs and deliver solutions within agreed deadlines</p> <p>Able to work independently, organise your own time and exercise initiative at work</p> <p>Flexible and adaptable in your approach to working in an organisation where unexpected demands can arise at any time</p> <p>Interested in learning about best practice in all aspects of the job and able to apply learning to develop new approaches</p> <p>Committed to own professional development, able to identify training needs and look for opportunities to meet them</p>

<b>5. Personal Qualities</b>	<p>You will be enthusiastic, sympathetic to the needs of young people, and will enjoy the working in a school environment designed to nurture young people through adolescence</p> <p>You will have the ability to work under pressure and deal sympathetically and constructively with colleagues who are also working under pressure</p> <p>You will be a patient person who gets on well with others and has a good sense of humour</p> <p>Professional approach and a smart &amp; tidy appearance</p> <p>Able to comply with the confidentiality requirements of the post</p> <p>Willing and able to comply with school policies on equal opportunities</p> <p>Able to comply with the Safeguarding Children requirements of the post, including successful completion of Criminal Record Bureau &amp; other relevant background checks</p>
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