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***‘Helping every person achieve things they never thought they could’***

**PERSON SPECIFICATION**

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| **Job Title** | **DATA Manager**  |

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| 1. **SKILLS AND KNOWLEDGE**
 | **ESSENTIAL** | **DESIRABLE** |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing | Y |  |
| Ability to use standard ICT packages, such as Microsoft Office specifically excel at an advanced level | Y |  |
| To be able to work as part of a team with excellent interpersonal and communication skills | Y |  |
| To have the ability to plan, organise and prioritise workloads at a high level | Y |  |
| To have the ability to work under pressure and to meet deadlines | Y |  |
| To have the ability to input, search, store, retrieve and supply information from a variety of sources | Y |  |
| To produce documents from various sources using a range of software | Y |  |
| Ability to respect and maintain confidentiality in line with data protection | Y |  |
| Ability to analyse data and present in a clear and concise manner for a range of audiences  | Y |  |
| Able to relate to students in a professional and pleasant manner and to recognise potential safeguarding concerns  | Y |  |
| Evidence of maintaining information systems  | Y |  |
| 1. **EXPERIENCE AND QUALIFICATIONS**
 | **ESSENTIAL** | **DESIRABLE** |
| Experience of using information provided by professional bodies and other relevant organisations to make informed decisions  | Y |  |
| Experience of working with statistical analysis, management and date collection  | Y |  |
| An understanding of the school procedures and safeguarding considerations | Y |  |
| 5 GCSE or equivalent at Grade C/5 or above (including English and Maths) | Y |  |
| Evidence of recent professional development  | Y |  |
| Full working knowledge of relevant polices, codes of practice and legislation  |  | Y |
| Experience of assisting with and / or organising and running educational examinations  |  | Y |
| Experience in the use of educational management information systems  |  | Y |
| Experience in using SIMS  |  | Y |
| Experience of 4 Matrix or equivalent |  | Y |
| A Levels or equivalent  |  | Y |
| Degree or equivalent  |  | Y |

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| 1. **WORK RELATED CIRCUMSTANCES**
 | **ESSENTIAL** | **DESIRABLE** |
| The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work may be required outside normal hours from time to time, so a flexible approach is essential. | Y |  |
| Confident, smart professional appearance | Y |  |
| Reliable  | Y |  |
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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |
| **Date Person Specification prepared/updated** | February 2024  |
| **Person Specification prepared by** | HR Department  |