

Person Specification: Data Manager

Education, Qualifications and Training	Essential	Desirable
Education to degree level or equivalent vocational/professional qualification.		✓
Knowledge of using quantitative and statistical analysis tools.	✓	

Experience	Essential	Desirable
Experience of data management, data manipulation, analysis and reporting at a senior level gained in a public or private sector setting.	✓	
Extensive knowledge of ICT software to support the data management systems of the academy and the analysis of performance.	✓	
Outstanding analytical skills, attention to detail and a practical approach to problem solving.	✓	
Planning and prioritising own workload and managing competing demands.	✓	
Ability to cope with periods of pressure, work flexibly and proactively.	✓	
Accept the need for continuing development and training.	✓	
An interest in education and working within an educational setting.	✓	

Knowledge, Skills and Abilities	Essential	Desirable
High level knowledge and experience of SIMS software.		✓
Knowledge and experience of Assessment Manager.		✓
Advanced knowledge of databases, internet, e-mail and Microsoft Office applications, e.g. Excel, Word.	✓	
Excellent communication & interpersonal skills.	✓	
Able to quickly establish positive working relationships with a wide range of people from within and outside the academy.	✓	
The ability to work in an organised and methodical way with outstanding organisational and co-ordination skills.	✓	
Able to maintain complete confidentiality and discretion at all times. Calm personality and sound judgement.	✓	
Ability to plan and prioritise own workload with minimum of supervision.	✓	
Effective work presentation skills and a high degree of accuracy.	✓	

Other	Essential	Desirable
Enthusiasm, energy and commitment.	✓	
A commitment to safeguarding & promoting the welfare of children and young people.	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice.	✓	
Awareness and adherence to the Data Protection Act and the Freedom of Information Act.	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity.	✓	
A good attendance and punctuality record.	✓	
Suitability to work with children.	✓	
Flexible and willing to work outside core working hours when required.	✓	