**Data Manager Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** | **Evidence** |
| Flexible and adaptable | √ |  | Reference  Interview |
| Hold a degree (or equivalent) |  | √ | Application  Interview |
| A self-starter, capable of showing initiative | √ |  | Application  Interview |
| Use of ICT – e.g. Google suite, word excel, PowerPoint etc | √ |  | Application  Interview |
| Excellent written and oral communications | √ |  | Application  Interview |
| Ability to prioritise their workload to ensure the timely completion of work | √ |  | Reference  Application  Interview |
| Strong interpersonal skills | √ |  | Reference  Application  Interview |
| Ability to handle confidential information and deal with sensitive issues | √ |  | Reference  Application  Interview |
| Enthusiastic and approachable | √ |  | Reference  Application  Interview |
| Experience of working with children in a school |  | √ | Reference  Application  Interview |
| Experience of using school management information systems e.g. SIMS, Go4schools, Arbor |  | √ | Application |
| Knowledge and experience of large data sets | √ |  | Application  Interview |
| Experience of coordinating statutory returns |  | √ | Application  Interview |
| Experience of engaging with all stakeholders | √ |  | Application  Interview |
| Experience of producing concise reports | √ |  | Application  Interview |
| Committed to their own continuing professional development. | √ |  | Reference  Application  Interview |
| Experience of working with senior leaders in a professional environment | √ |  | Reference  Application  Interview |
| Experience of working within a team | √ |  | Reference  Application  Interview |