**Data Manager Person Specification**

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