DATA MANAGER
PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Degree level or relevant qualification/experience	✓		✓	✓	✓	
	Evidence of recent continuing professional development,	✓		✓	✓		
Skills and Experience	Advanced computer skills, especially using packages for analysis Excel, spreadsheets and databases.	✓		✓	✓	✓	✓
	Experience of managing and developing data systems, such as Bromcom, ALPS connect & 4Matrix		✓	✓		✓	✓
	Experience & confidence in producing accurate data for reporting and assessments	✓		✓		✓	✓
	Experience of working in an educational environment.	✓		✓		✓	✓
	Record of good time management skills and ability to prioritise work effectively	✓		✓		✓	✓
	Able to contribute effectively to deliver services in a manner that complies with regulatory requirements	✓		✓		✓	✓
	Ability to manage a team, understanding school roles and responsibilities and your own position within these.	✓		✓		✓	✓
	Ability to relate well to students and adults, including external contacts	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to respond and manage changed priorities to suit school needs	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓			✓
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
	Good written and verbal communication skills	✓		✓		✓	✓
Other	A helpful, calm and organised manner.	✓		✓		✓	