



Data Manager

Person Specification

Attributes	Essential	Desirable
Qualifications	Educated to at least A level or equivalent or have relevant vocational experience. Relevant qualification in ICT/Business Administration.	
Experience	Experience of working in a data management role. Experience of managing and developing data systems. Experience of producing accurate data for reporting and assessment. Experience of forming and maintaining network relationships. Information gathering and analysis.	Knowledge of the school environment. Knowledge of Bromcom. Knowledge of software such as SISRA and assessment software.
Skills	Excellent IT skills. Ability to focus on detail and accuracy when compiling reports. Excellent communication skills. Ability to work to deadlines. Enthusiastic, innovative and forward-looking. Ability to form good working relationships with colleagues and external agencies.	Knowledge of statutory data reporting requirements such as school census.
Other Requirements	Solution-focussed. Well organised. Adaptable.	