



THE GRANGE SCHOOL DATA MANAGER - PERSON SPECIFICATION

The successful applicant must be able to demonstrate the following criteria:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
GCSE Maths and English or equivalent	✓	
Qualification in IT, Business or Information Studies or equivalent experience or demonstrable ability to produce work to this standard	✓	
Experience		
Experience of using IT systems for inputting, retrieving and analysing data to ensure the effective and accurate management of data.	✓	
Experience of the manipulation and checking of large data sets.	✓	
Experience of working in a school environment	✓	
Experience of providing training/support to staff in the use of data systems	✓	
Experience of problem solving, evaluating information, and applying criteria to make informed judgements.	✓	
Experience of using industry standard data management software in particular PowerBI is highly desirable		✓
Specialist Knowledge		
Proficiency with school management systems (e.g. SIMS, Bromcom etc.)	✓	
Ability to bring high levels of precision and speed to the tasks required to ensure rigorous data validation together with high levels of attention to detail, whilst meeting deadlines.	✓	
Excellent customer service skills	✓	
Ability to understand and interpret technical documentation such as statutory guidance, legislation and	✓	

ensure that new requirements are reflected in data output, software instructions or statistical methodologies.		
A high level of technical skill and ability in dealing with database queries, development of systems to automate processes, including a high level of skill in the use of MS Excel & other applications used for data analysis.	✓	
Up to date understanding of GDPR and FOI		✓
Personal Skills		
Resilience and patience and the ability to keep calm in stressful situations	✓	
Ability to communicate effectively with staff at all levels, both written and verbal.	✓	
Ability to present analysed and performance information to a high level of quality and design, using a wide variety of different methods and approaches.	✓	
Excellent organisational, time management and administrative skills	✓	
Proactive, able to use own initiative and problem solve	✓	
Ability to work effectively under pressure	✓	
Diplomatic and tactful – the ability to work collaboratively with a diverse range of professional colleagues	✓	
Flexible approach to working hours and willing to work occasionally outside routine hours for significant school events	✓	
Other		
Commitment to the safeguarding of staff and students.	✓	
Desire to proactively seek out and undertake relevant training and development	✓	
Has the highest expectations of their own work and that of others.	✓	