

Person Specification - Data Manager

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Minimum 5 GCSE Grades A*-C or equivalent including English and Maths. 	●	
<ul style="list-style-type: none"> Post-16 qualifications and appropriate work-based qualifications and/or a degree 	●	
<ul style="list-style-type: none"> Excellent organisational skills, to be able to prioritise work and meet deadlines. 	●	
<ul style="list-style-type: none"> Excellent IT skills including working knowledge of MS Office, Google Suite and bespoke software packages. 	●	
<ul style="list-style-type: none"> Data processing and management including production of reports in a standard format. 	●	
<ul style="list-style-type: none"> Experience of working in a related role, preferably in education environment 		●
<ul style="list-style-type: none"> Good working knowledge of school specific processes and IT e.g. Examinations procedures, regulations and policies. 		●
<ul style="list-style-type: none"> Knowledge of school examination procedures and policies. 		●
Abilities and Skills	Essential	Desirable
<ul style="list-style-type: none"> Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled 	●	
<ul style="list-style-type: none"> Statistical and numerical skills. 	●	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Ability to work to a high level of accuracy and attention to detail. 	●	
<ul style="list-style-type: none"> Ability and willingness to work cooperatively as part of a team. 	●	
<ul style="list-style-type: none"> Respect for the professional expertise of others. 	●	
<ul style="list-style-type: none"> The experience, where necessary, to lead on the design and implementation of processes across an organisation 		●
<ul style="list-style-type: none"> High standard of written and verbal communication skills 	●	
<ul style="list-style-type: none"> Able to speak to a group of people and clearly communicate information 	●	
<ul style="list-style-type: none"> Be able to communicate with care and respect to students, staff, parents and carers 	●	
Personal	Essential	Desirable
<ul style="list-style-type: none"> Committed to personal development 	●	
<ul style="list-style-type: none"> Record of excellent practice. 	●	
<ul style="list-style-type: none"> Ability to remain calm under pressure. 	●	
<ul style="list-style-type: none"> Ability to handle information securely and confidentially 	●	
<ul style="list-style-type: none"> An understanding of the needs and values of different 	●	

communities, in particular the different cultures the Academy serves		
<ul style="list-style-type: none">• Carry out professional duties in a positive, helpful and courteous manner	●	

<ul style="list-style-type: none">● Genuine care for all students, especially the disadvantaged and vulnerable.	D	
<ul style="list-style-type: none">● Flexibility of working hours during key periods of examinations and	D	