



## Personal Specification

### Data Manager - Admin Department

Requirements	Essential/ Desirable
Experience of work in a school setting	Desirable
Excellent communication skills, both written and oral	Essential
Proficiency in Excel, Access, Power BI, Power Automate	Essential
Level 2 or GCSE equivalent in Maths and English	Essential
Knowledge of 4Matrix	Desirable
Excellent analytical skills	Essential
Effective use of ICT with an ability to use relevant technology and equipment	Essential
Professional approach and dress	Essential
Ability and willingness to work under the guidance of senior staff	Essential
Ability to work in a busy environment, managing multiple projects at once.	Essential
An appreciation of the school environment and the social and learning needs of pupils	Essential
An ability to support staff in the use of resources and information	Essential
Excellent organisational skills and an ability to meet deadlines	Essential
A willingness to work within the school's guidelines and procedures	Essential
A willingness to undertake all training as required	Essential
Ability and willingness to follow instructions	Essential
Excellent attendance and punctuality	Essential
Ability to communicate effectively with staff, parents/guardians and pupils	Essential
A willingness to work with external agencies where required	Essential
A commitment to the welfare and safeguarding of children and young people	Essential
A commitment to equal opportunities	Essential