



## Person Specification: Secondary Data Manager

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Evidence of strong numeracy skills</li><li>• Evidence of good literacy skills</li><li>• Experience of producing and manipulating accurate data</li><li>• GCSE or equivalent Maths and English grade C or above.</li><li>• Experience of using I.T. in a variety of applications</li></ul>	<ul style="list-style-type: none"><li>• Relevant training/qualifications e.g. Business graduate.</li><li>• A good honours degree in a mathematics related subject</li><li>• Experience of working in a school environment</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Excellent IT skills, including spreadsheets</li><li>• Ability to monitor and evaluate data</li><li>• Excellent skills of analysis</li><li>• Excellent interpersonal and communication skills</li><li>• Excellent planning, time management and organisation skills</li><li>• A knowledge of Management Information Systems</li><li>• Well-developed multi-tasking and time-management skills.</li><li>• Ability to build excellent relationships with colleagues and external contacts.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of school financial systems</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• An ability to communicate effectively</li><li>• Accuracy and attention to detail.</li><li>• Highest levels of confidentiality</li><li>• Capacity for hard work and high expectations of self and others</li><li>• An ability to work under pressure, to balance potentially conflicting demands, and to meet tight deadlines</li><li>• Supportive approach to others, and an ability to relate well to colleagues and students</li><li>• Ability to work well within teams</li><li>• Flexibility and willingness to adapt to changing circumstances and requirements</li></ul>	



	<ul style="list-style-type: none"><li>• Commitment to support the ethos of the schools and to comply with school policies and Procedures</li><li>• Generosity of spirit</li><li>• Willingness to contribute to extra-curricular activities</li><li>• Smart and professional appearance</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Participate in appropriate training including Safeguarding and Child Protection</li><li>• Evidence of a commitment to professional development</li><li>• Take an active part in the life of school and be supportive of the Catholic ethos of the school</li><li>• To be fully aware of and understand the duties and responsibilities with regard to Child Protection and Safeguarding in schools and attend appropriate whole school staff training if and when required.</li></ul>	<ul style="list-style-type: none"><li>• Practising Catholic</li></ul>