



Person Specification Digital & Data Manager

Location:	Trust wide (with flexibility)
Contracted Hours:	37
Unity MAT Grade:	E1 (SCP 1-8)
Special Conditions:	Regular travel across Trust sites is expected. Flexibility around work locations, including home working Flexible working hours, within the needs of the service
Reporting to:	Director of School Improvement
Revised Date:	June 2026

Qualifications and training	Essential	Desirable
NVQ Level 5 IT based qualification	✓	
Professional service management or project management qualification	✓	
4 GCSEs (grade C or 4) equivalent (including Maths & English)	✓	
Evidence of on-going professional leadership development		✓
Experience:		
Minimum of 2 years' experience in managing the IT function in a user centric setting	✓	
Minimum of 2 years' line management experience	✓	
Experience of working in an educational or similar setting		✓
Experience of using/managing Arbor or a similar MIS systems	✓	
Experience of producing and collating detailed analytical reports	✓	
Knowledge, Skills and Abilities:		
In depth knowledge of managing and supporting a Microsoft 365 end user environment	✓	
In depth knowledge and experience with supporting SharePoint and Exchange online	✓	
In depth knowledge of data protection and GDPR requirements	✓	
A good understanding of customer service requirements and service delivery	✓	
Ability to undertake strategic planning including prioritisation of different goals to meet budget constraints	✓	
Ability to manage the long-term roadmap for WAN/LAN infrastructure in multi-site environments to published Government standards	✓	
Ability to manage budgets, undertake robust procurement and secure good value for money contracts	✓	

Ability to foster good working relationships with suppliers and other service providers	✓	
Excellent communication skills, including the ability to 'explain and train'	✓	
Excellent analytical skills in order to analyse complex data and information and use this to monitor and support activities and promote solutions.	✓	
Maintain a high standard of performance whilst managing a diverse workload with conflicting priorities and deadlines	✓	
Knowledge of DfE return requirements		✓
Personal Attributes:		
Excellent analytical skills in order to analyse complex data and information and use this to monitor and support activities and promote solutions	✓	
Excellent interpersonal, written, and verbal communication skills	✓	
Ability to establish good working relationships at all levels within the Trust in addition to external stakeholders and suppliers	✓	
Able to produce clear, concise, and accurate reports.	✓	
Maintain a high standard of performance whilst managing a diverse workload with conflicting priorities and deadlines	✓	
Good negotiation skills in order to find solutions to problems	✓	
Drive, enthusiasm, and commitment to achieving Trust objectives	✓	
Planned and organised approach to workload	✓	
Work accurately and methodically with attention to detail	✓	
Maintain absolute confidentiality and integrity	✓	
Think laterally and instigate new ideas and approaches	✓	
Professional attitude and appearance and positive "can do" approach to tasks	✓	
Ability to keep calm in challenging situations	✓	
Committed to the provision and improvement of a quality service	✓	
Committed to CPD	✓	
Other	Essential	Desirable
Understands the importance of policies for safeguarding children and young people	✓	
Committed to equality and diversity	✓	
Able to travel between Trust sites	✓	
Enhanced DBS Check	✓	
Fluent in the use of the English language	✓	