

## PERSON SPECIFICATION

<b>Post: School Data Manager</b>		
<b>Date:</b>		
<b>Criteria / Requirements</b>	<b>Essential / Desirable</b>	<b>Method of assessment (e.g. by application form / original certificate / interview / test / presentation etc.)</b>
<b>Educational attainment and training</b>		
HNC/D or equivalent standard of education	Desirable	Original certificate
High level of ability in SIMS.net	Desirable	Application form / Interview
Good working knowledge of the assessment and reporting modules within SIMS.net e.g. Assessment Manager, Profiles	Desirable	Application form / Interview
Good working knowledge of SIMS reports	Desirable	Application form / Interview
Demonstrable understanding of database technology	Essential	Application form / Interview
High level of ability in the use of Microsoft Excel and Word	Essential	Test
Good level of ability in the use of PowerPoint	Desirable	Application form / Interview
Able to speak and write in clear English	Essential	Application form / Interview
<b>Knowledge base</b>		
Knowledge of national educational initiatives for data management and uses of data in an educational environment	Desirable	Application form / Interview
<b>Experience</b>		
Significant experience of assessment, recording and reporting in an educational environment	Desirable	Application form / Interview
Experience of responding to leadership initiatives, and then to planning and implementing these across the school	Desirable	Application form / Interview
Creating appropriate documentation in administrative procedures	Desirable	Application form / Interview
Experience of training others	Desirable	Application form / Interview
<b>Skills and aptitudes</b>		
Analytical	Essential	Interview/Test
Numerate	Essential	Interview/Test
Logical	Essential	Interview/Test
Excellent attention to detail	Essential	Interview/Test
Good keyboarding skills	Essential	Interview/Test
<b>Personal qualities</b>		
Able to work on own initiative	Essential	References / Interview
Able to work as part of a team	Essential	References / Interview
Reliable and punctual	Essential	References / Interview
Able to plan and set deadlines for projects and to be able to work to the deadlines of others	Essential	References / Interview
Calm and helpful approach	Essential	References / Interview
Able to communicate well with staff	Essential	References / Interview
<b>Other requirements</b>		
Suitable to work with children in accordance with the GDST Safeguarding Policy	Essential	Interview / CRB check
<b>Circumstances</b>		
Able to, on occasion, work outside usual school working hours.	Essential	Interview