

DURHAM JOHNSTON DATA MANAGER

Person Specification

	Essential	Desirable	Evidence?
Qualifications	<p>High standard of literacy and numeracy.</p> <p>Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths.</p> <p>Graduate – Honours Degree relating to Statistics, IT, Maths or a Higher Education Degree in Data Analysis.</p>	SQL training/qualification	Application
Experience	<p>Proven administration and data management/interpretation experience.</p> <p>Experience of working with a (school) management information system or demonstrable transferable skills.</p> <p>Demonstrable experience in the collection, collation, presentation and interpretation of a wide range of data.</p>	Experience as a school Data Manager	Application / Interview
Knowledge	<p>A passion for ICT and a commitment to excellence with meticulous attention to detail.</p> <p>Detailed knowledge and understanding of a management information system (MIS).</p> <p>Knowledge of and application of GDPR legislation.</p> <p>Willingness to contribute to the work of the school GDPR Team in regard to the management of Data Security.</p> <p>Be an effective and confident communicator, having a good command of English, both spoken and written.</p> <p>Ability to build effective working relationships and work as part of a team and alone.</p> <p>Ability to lead and support in areas specific to the role as appropriate.</p>	<p>Detailed knowledge and understanding of SIMS / CPOMS MIS.</p> <p>Good knowledge of Ofsted Inspection Dashboard</p> <p>Willingness to undertake higher level GDPR / Data Protection training as required.</p>	Application / Interview

	<p>Excellent IT skills – including a high proficiency in the use of Microsoft Office and the manipulation of data, with particular expertise in using Excel, as well as proficiency in the use of SQL databases.</p> <p>Demonstrable ability to use all current Windows based packages including Office 365, Outlook, OneDrive, SharePoint, Microsoft Word, Excel, and PowerPoint as well as software relevant to the role.</p> <p>Understand the workings of a school, particularly of a large 11-18 through school.</p>		
Other	<p>An awareness of the importance of confidentiality and data protection.</p> <p>Demonstrable ability to juggle a varied workload and respond flexibly to frequently changing priorities.</p> <p>A commitment to safeguarding and promoting the welfare of children.</p> <p>Conversant with relevant educational issues and developments within the specific field but also in more general areas.</p> <p>To display the highest levels of integrity and complete trustworthiness and discretion.</p> <p>Excellent inter-personal skills with the ability to communicate sensitively with students, staff, parents, other stakeholders and members of the public.</p> <p>Methodical and logical problem solving, and to be able to reflect objectively upon one's own practice.</p> <p>Able to support users to identify the systems and processes best suited for the particular purpose and to produce the appropriate data output.</p> <p>Be highly organised with excellent time management skills in order to prioritise a wide range of immediate, short- and long-term demands, working to tight deadlines and pressure whilst retaining a professional composure.</p> <p>The ability to work independently, be a 'self-starter and display initiative/pro-activity.</p>	Understanding of school processes and environment.	Application / Interview

	<p>Availability to be in School for the external exam results and the follow up period, as required.</p> <p>Excellent punctuality and attendance record.</p> <p>Be of smart professional appearance. Flexible, versatile and self-motivated.</p> <p>Confident and authoritative.</p> <p>Commitment to equality and diversity</p> <p>Ability to grasp the ethos of the school and to contribute positively to the pastoral life.</p> <p>An understanding of 'safeguarding' and its importance within the school environment.</p>		
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