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**School Data Manager - Person Specification**

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|  | **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| Qualifications, knowledge and experience | Degree or equivalent level qualification or experience in a relevant subject |  | √ | A |
| Relevant experience in the use of complex computerised systems and ability to interpret data and apply high level data analysis and statistics skills | √ |  | A & I |
| Experience of managing, leading and developing teams |  | √ | A & I |
| Experience of financial responsibility and budget management |  | √ | A & I |
| Ability to communicate effectively in a variety of written and verbal formats with a wide range of people – external individuals, organisations and agencies | √ |  | A & I |
| Ability to work independently interpreting and applying relevant guidance, policies and procedures | √ |  | A & I |
| Personal and interpersonal | **Interacting and Presenting - Presenting and Communicating Information**  Excellent communicator to effectively respond to a range of careers queries/enquiries  Able to project a respectable and professional image at all times  Helpful and positive attitude in a busy environment | √ |  | A & I |
| **Organising and Executing - Planning and Organising**  Able to work to deadlines and a willingness to respond positively to all aspects of work  Able to be an effective timekeeper and able to manage and organise own and team members time  Demonstrable attention to detail  Able to use initiative and seek appropriate solutions to problems | √ |  | A & I |
| **Creating and Conceptualising – Learning and Researching**  Manage knowledge to be able to provide effective support, advice, training and information to colleagues | √ |  | I |
| **Supporting and Co-operating – Working with People**  Builds good relationships, non-judgemental, ethical and relates well to people at all levels. | √ |  | I |
| **Adapting and Coping**  Ability to maintain a flexible approach, and work calmly and effectively under pressure  Ability to work independently whilst frequently interrupted in a busy work environment | √ |  | I |
| **Coping with Pressures and Setbacks**  Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience. | √ |  | I |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | A & I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  |  |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, R = references, I = interview, T = task