



**MEADOW PARK
SCHOOL**



**FINHAM PARK
MULTI ACADEMY TRUST**

PERSON SPECIFICATION

Job Title:	Data Manager	Salary: Grade 6 (pro rata to hours/weeks worked)
Location:	Meadow Park School	

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENT
Knowledge	Data protection and confidentiality in relation to data handling Thorough understanding of structure and organisation of SIMS and 4Matrix Understand the working environment of an educational establishment An understanding of statistical data analysis Experience with the use of IT systems, such as SIMS and Nova T	Essential Desirable Desirable Essential Desirable
Skills & Abilities	Very competent in data analysis Excellent skills with office packages, especially Excel Excellent numeracy and statistical skills A high level of competence in using ICT and advanced skills in manipulation of data for reporting and presentations To present information in a logical, clear and concise format Excellent communication skills both written and verbal Remain calm and focussed under pressure and cope with interruptions Adapt, work and train in new technologies or new equipment as may be required Work accurately and flexibly under time pressure Team working and people management skills Budget Management	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable
Qualifications	GCSE English & Mathematics (or Equivalent) – Grade C or above A Level Mathematics	Essential Desirable
Experience	Using SIMS modules Working in an educational/school environment Experience of preparing reports that interpret results and trends Knowledge and experience of working with L3VA Post 16 data	Desirable Desirable Essential Desirable
Special Requirements	This post is exempt from the provision of Rehabilitation of Offender's Act 1974. A criminal records bureau clearance will be required prior to appointment.	Essential