



Spodne School

Person Specification



Data Manager	Essential	Desirable
Education and Qualifications		
Educated to at least NVQ Level 3 or equivalent	✓	
Relevant Professional Qualification		✓
Evidence of continued professional development	✓	
Knowledge and Experience		
Proficiency in IT and in particular Microsoft Excel and Google Sheets	✓	
Experience of managing and developing Management Information Systems (such as Bromcom)	✓	
Experience producing accurate data for reporting and assessment	✓	
Knowledge of exam procedures and school timetable		✓
Line management, coaching, development and performance management of a team		✓
Experience in a similar role in a school environment		✓
Personable Attributes and Skills		
To build and maintain effective relationships with all stakeholders	✓	
Excellent management, organisational and interpersonal skills	✓	
Ability to manage workload and work flexibly in order to meet deadlines	✓	
Willingness to support teaching staff and colleagues	✓	
To be a good role model and promote a positive ethos	✓	
Promote collaboration and work effectively as a team member	✓	
Be calm, capable and confident in an emergency situation	✓	
Willing to work with flexibility and in accordance with the Trust's values and behaviours	✓	
Sound judgement and decision maker – confident in using own initiative	✓	
Eligible to live and work in the UK	✓	
A commitment to safeguarding and promoting the welfare of children and young people	✓	
A commitment to equality, diversity and inclusion	✓	