PERSON SPECIFICATION: Data Manager

Required Attributes	Essential or Desirable	To be assessed by
Experience:		
Proven experience relevant to the post with excellent numeracy and literacy skills	E	Application
Comprehensive understanding on the use of software packages with emphasis on Excel	E	Application
Knowledge in the use of Bromcom/ClassCharts/Sisra and FFT packages	E	Application/Interview
Proven experience of working collaboratively as part of a high impact and successful team	E	Application/Interview
Experience of working in a school environment	D	Application
Knowledge, skills and abilities:		
Effective interpersonal skills with the ability to communicate with people at all levels	E	Application/Interview
Ability to develop own knowledge, skills and understanding to enhance personal performance	D	Application/Interview
Ability to assimilate information readily and speedily		
Excellent organisational skills with the ability to prioritise workload and work under pressure	E	Application/Interview
Proficiency with IT applications, particularly Microsoft Office 365	E	Application/Interview
Attention to detail and accuracy	E	Application/Interview
Ability to work independently	E	Application/Interview
	E	Application/Interview
Other:		
Commitment to equal opportunities, positive relationships and continuous improvement	E	Application/Interview
Commitment to and empathy with the distinctive Salesian ethos of the school	E	Application/Interview