

## Data (SIMS) Manager – Person Specification

	<b>Essential</b>	<b>A/I</b>	<b>Desirable</b>	<b>A/I</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	A	<ul style="list-style-type: none"> <li>Relevant professional development over the last 2 years</li> </ul>	A/I
<b>Professional Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience in the use of SIMS/data management systems</li> <li>Experience in the use of Microsoft Office</li> <li>Experience in setting up effective systems and procedures</li> </ul>	A/I A/I A/I	<ul style="list-style-type: none"> <li>Successful experience in a directly relevant role</li> <li>Evidence of having undertaken recent training and development opportunities appropriate to the post</li> <li>Experience of working in a school or similar environment</li> </ul>	A/I A A
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Excellent organisational, interpersonal and communication skills</li> <li>High level of literacy/numeracy and attention to detail</li> <li>Ability to work independently and to show initiative</li> <li>Ability to work under pressure, prioritise and meet deadlines</li> <li>Ability to analyse tasks and establish how they may be best achieved</li> <li>Flexible approach to work and the ability to multi-task</li> <li>Ability to accurately maintain records, using IT systems and paper based methods</li> </ul>	A/I A/I A/I A/I A/I A/I A/I		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work collaboratively and effectively within a team environment</li> <li>Ability to work with high levels of tact, confidentiality and discretion</li> <li>Able to liaise appropriately and sensitively with colleagues, students, parents and carers</li> <li>Commitment to diversity and equality</li> <li>Professional approach in all areas of work</li> <li>Commitment to the safeguarding of children and young people</li> </ul>	A/I A/I A/I A/I A/I A/I		

\*A = Application/ References; I = Interview/ In-Tray Tasks