

PERSON SPECIFICATION

Data Systems Manager

Qualifications/Experience	ESSENTIAL	DESIRABLE	EVIDENCED (Application Form Interview References)
GCSE English and Mathematics at Grade C, or equivalent	*		A
Computer literate with experience of Microsoft Office applications	*		A, I
Experience of using Management Information Software		*	A, I
Relevant experience in a similar post		*	A, I
Personal Qualities			
Is suitable to work with children and young people	*		I, R
Is able to relate well to students and their parents	*		I, R
Works well under pressure, maintaining a sense of humour	*		I, R
Adopts a professional approach with external and internal customers	*		I, R
Approaches change positively, with a willingness to develop in the role/undergo training	*		A, I
Maintains a high level of discretion and confidentiality	*		A, I, R
Is a team player	*		A, I
Has a flexible and adaptable approach	*		A, I, R
Is honest and reliable	*		I, R
Has a positive outlook	*		I
Has an excellent attendance record	*		R
Skills			
Communication - A good level of written skill and the ability to support students/respond to parents through fluent and accurately spoken English	*		I, R
Is able to multi-task, with the ability to meet deadlines	*		A, I
Is well organised, with good time management skills	*		A, I, R
Uses initiative to solve problems	*		A, I, R
Has the ability to review current working practices, recommending improvements	*		A, I, R

South Bromsgrove High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.