SIMS Data Manager

Person Specification

* Understanding of and commitment to the ethos and values of the school
* A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
* Strong communication and inter-personal skills e.g. diplomacy and sensitivity to the needs of others
* Understand and comply with procedures and legislation relating to confidentiality
* High levels of organisation and efficiency with good attention to detail
* Experience of Word, Excel, Access and Desktop Publishing
* Experience of SIMS is essential and Nova T6 (desirable)
* Experience of using FFT, 4Matrix and ALPS (desirable)
* Team skills e.g. willingness to work with others, provide support and learn from colleagues
* Ability to work under pressure, to meet deadlines and to manage own time effectively
* Ability to be proactive and initiate action
* Able to manage and support the work of others
* A commitment to undertake relevant training and CPD
* A record of excellent attendance and punctuality
* To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
* You will be able to accurately input, manage and analyse data, with prior experience of using Assessment Manager, Course Manager and ideally Nova NT6.
* You will also have prior experience of completing a school Census including post 16 data.
* You will be highly organised, with strong problem solving skills and the ability to effectively prioritise work to meet tight deadlines.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**