



Systems and Data Manager Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Systems and Data Manager** to the high standard required. When you complete the application form, please illustrate that you have the capacity to undertake the roles described in the job description by giving examples of your achievements to date and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	<ul style="list-style-type: none"> ■ Evidence of managing data to bring about improvements in the performance of an organisation ■ Experience of handling personal and sensitive data ■ Expert in the use of Excel ■ Experience of project management 	<ul style="list-style-type: none"> ■ Use of Bromcom ■ Experience of interaction with students ■ Working knowledge of relevant policies, procedures and awareness of relevant legislation e.g. data protection
Skills/Abilities	<ul style="list-style-type: none"> ■ Ability to input, extract, interrogate, manipulate and analyse data effectively and accurately ■ Ability to deliver tasks to meet deadlines ■ Good communication skills, including the ability to communicate complex information to a non-specialist audience ■ Ability to work well both independently and as part of a team ■ Ability to build and maintain effective working relationships ■ Good standard of literacy and numeracy ■ The ability to contribute ideas to improve systems and procedures ■ Ability to improve own practice and knowledge through self-evaluation and learning from others 	
Personal characteristics	<ul style="list-style-type: none"> ■ Attention to detail ■ Self-motivated ■ Tactful and diplomatic ■ Pleasant manner ■ Initiative and ability to prioritise their own work ■ Strong organisation skills ■ Patient and resilient ■ Calm under pressure ■ Commitment to the school's ethos and aims 	<ul style="list-style-type: none"> ■ Evidence of recent self development and willingness to undertake further training

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