**Data Manager**

**PERSON SPECIFICATION**

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| **Post Title:** | **Data Manager** |
| Specification | **Essential** | **Desirable** | **Assessed** |
| **Education/training** | * Qualified to A Level.
 | * Qualified to degree level or similar.
* Relevant recent in-service training.
 | Application |
| **Experience** | * Data administration in a school or similar.
* Use of Management Information Systems (MIS).
* Data inputting.
* Use of Excel and Microsoft Office.
* Use of SIMS
 | * Exceptional knowledge of SIMS.
	+ - * Managing staff.
 | Application and Interview |
| **Skills/Attributes** | * Excellent IT skills and digital literacy.
* Confident administrator.
* Excellent written communication.
* Excellent verbal communication.
* Ability to prioritise workload and work to deadlines.
* Ability to show initiative and problem solve.
 |  | Application, interview and references |
| **Knowledge** | * Working knowledge of safeguarding principles and practices.
* Awareness of GDPR and confidentiality.
 |  | Application and interview |
| **Personal Qualities** | * Commitment to the safeguarding of all students.
* Maintain high standards under pressure.
* Excellent time management.
* Excellent personal organisation.
* Tenacity.
* Ability to maintain perspective.
 |  | Application, interview and references |

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and completion of an Enhanced DBS will be required.

**July 2022**