

RUSHCLIFFE SCHOOL PERSON SPECIFICATION – DATA MANAGER

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • educated to Degree Level or Equivalent, or relevant data experience • English and Maths to GCSE/ standard grade or beyond 	
Experience	<ul style="list-style-type: none"> • ability to interpret or analyse data and information or situations in order to make a decision • Knowledge of a variety of ICT applications including Excel • experience of data input and manipulation • experience of working successfully and co-operating as a member of a team 	<ul style="list-style-type: none"> • knowledge and understanding of the data requirements of schools • knowledge of SIMS (School Information Management System) or other Management Information Systems • worked in a school environment • office experience of at least 2 years
Professional Values	<ul style="list-style-type: none"> • be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body • establish and maintain good professional relationships with pupils, parents and colleagues • adopt a flexible approach to working 	<ul style="list-style-type: none"> • demonstrate a willingness to contribute to the life and development of the school
Knowledge and understanding	<ul style="list-style-type: none"> • be confident in the use of Excel, Word, email and database programs • understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	<ul style="list-style-type: none"> • experience of working with school management programmes
Skills	<ul style="list-style-type: none"> • be able to prioritise workloads; excellent organisational and time management skills • ability to plan and implement systems to maximise use • accuracy and attention to detail • be able to use own initiative • establish and develop appropriate relationships with parents, governors and colleagues • ability to handle sensitive issues relating to children and staff, maintaining confidentiality, discretion and sensitivity at all times • excellent communication skills, both verbal and written, at all levels to a 	

	<p>variety of audiences e.g. pupils, staff, parents, visitors</p> <ul style="list-style-type: none"> • promote a positive working environment • be able to work under pressure and meet deadlines 	
Personal characteristics	<ul style="list-style-type: none"> • knowledgeable and highly competent • energy and drive to support colleagues • approachable and • empathetic • creative and enthusiastic • organised and resourceful • committed • of smart appearance 	