The Heathland School - Person Specification

Job Title: **Data Manager**

Selection decisions will be based on the criteria outlined in this form. At each stage of the process an assessment will Be made by the appointment panel to determine how far the criteria have been met. Candidates who do not meet essential criteria will not be considered.

Criteria should either be addressed on the application form or in the statement of application. Criteria will be further tested later in the process at interview. When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

	ESSENTIAL	DESIRABLE
Experience and Qualifications	• Degree level qualification or equivalent • Experience of working with performance data	• Mathematics/Statistics degree (or an element part of the degree) • Experience of working in an education environment
Knowledge & Skills	• Ability to write reports based upon data analysis • A knowledge of how performance data is used to improve public service • Excellent ICT skills • Good statistical skills • High level numeracy skills • Excellent communication and interpersonal skills with adults and children • Ability to effect improvement • Practical and creative approaches to problem solving • Ability to manage time efficiently and prioritise work • Ability to work under pressure in a very busy and diverse environment and meet deadlines and to be able to multi task • Ability to work collaboratively as part of a team, but also on own initiative and to manage own time • Highly organised and good attention to detail • High expectations of self and others • Able to maintain confidentiality of information • Knowledge of how performance data is used in schools • Experience of line management • Experience of SIMS Information Management Software	• Experience of working in a school or other educational establishment
Values & Disposition	• Highly confidential & discrete • Friendly • Ability to stay calm in potentially challenging situations • Positive attitude • Assertive and confident • Dynamic and dedicated, with ideas and enthusiasm • An effective team worker • Excellent attendance and punctuality	

Professional Development	• Evidence of personal development, training and qualifications • Willingness to take part in all relevant training and a commitment to one's own professional development • The ability to plan support and/or training for others • The capacity and enthusiasm to learn and continuously improve	• Ambition to develop career further
Equal Opportunities	• An understanding of and commitment to Equal Opportunities for all • Commitment to all aspects of inclusive education	• Experience of working in a multi-cultural context
Other	An excellent track record demonstrating: • Success in what you have done • Fitness for the post	• A spotless track record, free from attendance, capability, disciplinary or grievance issues or warnings.