

## PERSON SPECIFICATION – DATA MANAGER

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Relevant degree or equivalent years experience. Experience of SIMS, Word, Excel, Nova T6, Access, Desktop Publishing.
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Detailed knowledge of school policies and procedures
	Numeracy	Excellent literacy skills
	Technology	Excellent numeracy skills
<b>Communication</b>	Written	Ability to write detailed, complex reports, letters etc
	Verbal	Ability to exchange complex and sensitive information clearly
	Languages	Seeks to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Excellent understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to ICT actively suggest ways of improvements
	Curriculum	Excellent understanding and working knowledge of the school curriculum and the importance of ICT and it's application
	Child Development	Excellent understanding of how ICT contributes to child development
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children Take responsibility for own wellbeing
<b>Working with others</b>	Working with partners	Ability to establish effective relationships with those working in and with school
	Relationships	Ability to establish rapport and respectful and trusting relationships Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently
	Information	Contribute to the development and

		implementation of effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Ability to be proactive and initiate action
	Line Management	Able to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Able to resolve complex problems independently and be creative with information
<b>General</b>	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Thorough knowledge of Health and Safety legislation
	Child Protection	Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance