**Person Specification: Data Manager**

**Qualification Criteria**

* Right to work in the UK
* Qualified to degree level or equivalent.

**Experience**

* Experience of working in a similar role in a school environment
* Experience of working with CMIS or SIMS
* Experience of working with Scheduler.

**Personal characteristics**

* Genuine passion and a belief in the potential of every pupil
* Helpful and positive nature, calm and caring
* Flexible and committed
* Understanding of the importance of confidentiality and discretion.

**Specific Skills**

* Excellent IT skills, included advanced expertise in Microsoft Excel and Microsoft Access
* Good administrative and organisational skills
* Good written and oral communication skills.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Criminal Records Bureau disclosure.

*This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder’s annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal’s approval.*