

**WALBOTTLE CAMPUS  
PERSON SPECIFICATION**

**Post : DATA MANAGER**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
<b>1. SKILLS, KNOWLEDGE AND APPITUDES</b>	<ul style="list-style-type: none"> <li>➤ Excellent organisational skills</li> <li>➤ Effective communication and interpersonal skills.</li> <li>➤ Good numerical and analytical skills</li> <li>➤ Good time management</li> <li>➤ IT skills</li> <li>➤ Attention to detail</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Application Form</li> <li>• Interview</li> <li>• Reference</li> </ul>
<b>2. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>➤ Educated to level 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Educated to degree level or equivalent</li> <li>➤ IT qualification</li> <li>➤ Evidence of recent relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Application Form</li> </ul>
<b>3. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>➤ Working as part of a team</li> <li>➤ Budget management</li> <li>➤ Working with database packages</li> <li>➤ Managing staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Work in schools</li> <li>➤ Evidence of working with all levels of staff</li> <li>➤ Use of SIMS or similar database management</li> <li>➤ Working with timetable and/or knowledge of curriculum construction</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Application Form</li> </ul>
<b>4. DISPOSITION</b>	<ul style="list-style-type: none"> <li>➤ Ability to work as part of a team</li> <li>➤ Ability to manage varied workload within specific timescales</li> <li>➤ Ability to prioritise own workload</li> <li>➤ Ability to meet tight deadlines with competing demands.</li> <li>➤ Good attendance record</li> <li>➤ Able to communicate effectively with other staff, parents and visitors to the school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Evidence of outside interests</li> <li>➤ Interest/awareness of Every Child Matters agenda and raising pupil attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>5. SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Willingness to work flexible hours to meet the seasonal demands of the post</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of Application</li> </ul>