

Person Specification

Data Manager  
The Westgate School

(D) Desirable requirements (E) Essential requirements

	Qualifications	E	D
1	First degree or equivalent qualification relating to Statistics, Maths or Data Analysis		✓
2	Evidence of recent relevant professional development and study		✓
	Experience	E	D
3	Experience of administration and data management	✓	
4	Experience of working within a school environment or have proven transferable skills		✓
5	Proven experience as School Data Manager		✓
6	Demonstrable high proficiency experience of the use of Excel and the manipulation of data	✓	
	Knowledge and skills	E	D
7	Detailed knowledge and understanding of management information systems (SIMS)		✓
8	Knowledge of software packages (4Matrix/ALPS etc)		✓
9	To have the ability to work alone and as part of a team	✓	
10	To have the ability to lead and support the whole school in areas specific to the role	✓	
11	To be able to prioritise workload as necessary and meet deadlines as appropriate	✓	
12	To have good communication skills verbally and in writing	✓	

13	To have an understanding of the school environment and processes		✓
14	Be able to keep accurate records	✓	
15	To be aware of the importance of confidentiality and data protection (GDPR)	✓	
	<b>Personal Qualities and Approaches</b> Able to demonstrate evidence of:	E	D
16	Committed to undertaking professional training and assist with the professional development of others	✓	
17	A sense of humour and a sense of proportion	✓	
18	Be committed to safeguarding and promoting the welfare of children and be successfully DBS cleared	✓	