

**Fairlands Middle School**

**Person Specification  
Data and information Manager**

Measurements : A – Application, I – Interview, R – Reference, T – Task

<b>Training and Qualifications</b>	<b>Measurement</b>	
Good standard of education, including C or above in English and Maths GCSE	A	Essential
Previous experience of planning, implementing and maintaining management information systems.	A, I	Essential
Experience of using databases and the ability to transfer skills to learn new systems.	A, I, T	Essential
<b>Knowledge, Skills and Abilities</b>	<b>Measurement</b>	<b>Essential</b>
Excellent interpersonal skills and ability to communicate effectively both orally and in writing with people of all levels.	A, I, T	Essential
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	A, T, I	Essential
Excellent ICT skills, including a high level of competency in databases and Microsoft Office.	A, T, I	Essential
Ability to work under pressure and ensure that deadlines are met, whilst maintaining accuracy and attention to detail.	A, T, I	Essential
Proven ability to motivate and train staff.	A, I	Essential
Ability to prioritise and organise own workload.	A, I, R	Essential
Ability to work on own initiative.	A, I	Essential
Up-to-date knowledge and understanding of data protection regulations (GDPR) and the compliant handling of staff and pupils' personal data.	A, I	Desirable
<b>Personal Aptitudes</b>	<b>Measurement</b>	
Proven competence in working: - 1. Independently 2. As part of a team 3. Under pressure 4. In a positive and enthusiastic style	A, I, R	Essential
Commitment to the safeguarding of vulnerable young people	A, I	Essential
Commitment to your own continuing professional development.	A, I	Essential
Commitment to the vision, values, aims and objectives of Fairlands Middle School.	A, I	Essential