

Fairlands Middle School

**Person Specification
Data Manager**

Essential	Desirable	Evidence
Good standard of education including C or above in English and Maths GCSE	Level 3 qualifications in core education subjects or vocationally related to school administration.	Application form
Fluency with mainstream software used in the office	Knowledge of SIMS	Application form
Awareness of safeguarding expectations	Training in child protection issues	Application form
Excellent communication skills, on the telephone, in writing and via email		Application form and Interview
Prioritisation skills and ability to manage own workload		Interview
Able to pay close attention to detail and maintain records accurately Understanding of data analysis requirements of schools Ability to analyse data and present information in a manner that is easily understood		Interview
Self motivated and able to work under own initiative		Interview
Ability to form productive working relationships with others and working collaboratively leading a team	Experience of leading a team	Interview