

## Person Specification

### Data Manager/September 2017

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE or equivalent Maths and English or relevant experience	
<b>Knowledge</b>	Good working knowledge of Microsoft Products (Word, Excel, Powerpoint and Outlook)	
<b>Experience</b>	Previous experience with database systems – essential	Ideally, database experience will have been gained within a School environment although this is not essential.  Ideally would have some Microsoft SQL report writing experience  Change management experience
<b>Skills and Aptitudes required</b>	Accurate data input skills  Nurate, to be able to understand and manipulate numerical data	Project management – useful but not essential
<b>Personal Qualities required</b>	Teampayer Flexible & Adaptable Organised, to prioritise work Ability to communicate and drive change forward Good communication skills – both written and oral Initiative Good customer skills	An interest in education and schools