Person Specification

Data Systems Manager - September 2021

Requirements	Essential	Desirable
Education	Secondary education with English GCSE at grade 4/C or above or equivalent	Further education in a Computing related discipline
Knowledge	Good ICT skills including Microsoft Office	Detailed knowledge of iSAMS and its application in schools
Experience	Experience of working in a similar role Experience of working with a wide range of staff Experience of working in a team	Recent experience managing iSAMS in a school setting
Skills and Aptitudes required	Generating report templates using Microsoft SQL Server Report Services Custom report writing Analytical skills Excellent organisational and administrative skills Excellent interpersonal and communication skills To be able to work with a high level of initiative To be able to work independently To be able to prioritise a wide range of administrative duties, whilst under pressure and have good time management skills A good eye for detail	
Personal Qualities required	Discreet and confidential Flexible, resilient and well-organised Confident Calm under pressure Committed Co-operative Proactive	