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| Data Manager – Person Specification | | | |
| Attributes | Essential | **Desirable** | Evidence |
| Education, Training and Qualifications | * GCSE 5A\* to C including English and Mathematics or equivalent * Evidence of recent and relevant training |  | Application form and letter |
| Experience | * Experience of creating and working with databases and spreadsheets, e.g. SIMS, Excel * Experience and knowledge of various ICT packages, such as Outlook and Microsoft Office | * Working in an industry which is “people focussed” | Application form, letter |
| Skills and Abilities | * Anticipate problems, develop creative solutions * Set and achieve ambitious, challenging goals and targets for self * Listen to and reflect on feedback from others * High level of oral, written, number and ICT skills * Excellent personal presentation * Able to build and maintain positive relationships with individuals and groups * Prioritise, plan and organise self * Ability to plan and develop systems |  | Letter  Interview  Line Manager reference |
| Motivation and Personality | * Commitment to inclusion * Ambitious for career development * Team player * Positive attitude * Relentless optimism * Genuine concern for the welfare of others |  | Letter  Interview  Line Manager reference |
| Personal | * Able to work under pressure and manage own stress * Willing to accept the demands and challenges of the post and respond in a flexible manner |  | Interview |