

Valentines High School



Student Data and Progress Manager

Person Specification

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> • Educated to at least degree level • Sufficient numerical skills to support all the requirements of the post. • Relevant qualification in ICT/Business Administration 	✓	✓ ✓
Knowledge and Experience <ul style="list-style-type: none"> • Knowledge and understanding of the data requirements of schools. • Knowledge of a variety of ICT applications including Microsoft Word and Microsoft Excel. • Knowledge of SIMS (School Information Management System) or other Information Management Systems. • A track record of successful data management and the ability to develop successful systems. • A sophisticated knowledge of Microsoft Excel including the use of formulae for calculations. • Experience of working in an educational environment. 	✓ ✓ ✓ ✓	✓ ✓
Skills and Abilities <ul style="list-style-type: none"> • Excellent organisation and time management skills. • Ability to prioritise work and respond to varying workloads. • Ability to plan and implement systems to maximise use. • Excellent written and oral communication skills. • Ability to produce written reports suitable for a variety of audiences. • Ability to focus on accuracy and detail when compiling reports. • Ability to form good working relationships with colleagues 	✓ ✓ ✓ ✓ ✓ ✓	
Other <ul style="list-style-type: none"> • An understanding of and commitment to adhering to school policy on safeguarding. 	✓	