



A Career at St Edmund's College

Data Manager

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<ul style="list-style-type: none"> Good A Levels or equivalent. 	<ul style="list-style-type: none"> Educated to degree level. 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		<ul style="list-style-type: none"> Previous experience of working as a Data Manager (within a school environment would be preferred but not essential). At least two years' experience using a school management information system (preferably iSAMS). 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Excellent statistical and analytical skills. Excellent knowledge of software used in analysing and presenting data, particularly Microsoft Windows, Microsoft Office and database management systems (preferably SQL Server). Working knowledge of E-learning platforms (for example, Moodle or Blackboard) and their use to help educators with blended instruction. 	<ul style="list-style-type: none"> Working Knowledge of Student Information Systems especially as they pertain to reporting. Ability to provide support to teaching staff and other users of information technology systems. Knowledge of SSRS reporting using Business Intelligence Development Studio (BIDS) / Visual Studio. 	Contents of the application form Interview Professional references

	<ul style="list-style-type: none"> • Adept at communicating data and analysis to colleagues from non-technical backgrounds. • Ability to focus on detail and accuracy when compiling reports. 	<ul style="list-style-type: none"> • Knowledge of SQL (preferably T-SQL), programming (including VBA for Microsoft Office), HTML and CSS. 	
Personal competencies qualities, attitude and behaviours	<ul style="list-style-type: none"> • Ability to resolve problems and find best solutions in data management. • Ability to plan and prioritise own work. • Ability to adapt to changes in technology. Ability to learn software and other technologies quickly and independently. • Ability to self-evaluate and actively seek opportunity for improvement. • Self-motivated. • Flexible. • Excellent communication skills, both written and oral, to facilitate information exchange with teaching and administration staff. • Ability to maintain confidentiality. • Highly organised with the ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of the year. • Ability to provide support to teaching staff and other users of information technology systems. • Adept at communicating data and analysis to colleagues from non-technical backgrounds. • Ability to focus on detail and accuracy when compiling reports. • Good team worker. 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none"> • Friendly and patient manner. • Have an interest in education. • Current Enhanced DBS check will be obligatory if successful. 		
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The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.