



Liverpool College

## Person Specification

### Post Title: Data Manager

| Characteristics             | Essential                                                                                                                                              | Desirable                                                                                          | Evidence |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------|
| Qualifications and Training | Educated to NVQ3 or equivalent                                                                                                                         | A Levels in suitable subjects                                                                      | A        |
|                             | Minimum of 5 GCSE's at C grade or above in Maths and English                                                                                           |                                                                                                    | A        |
|                             | Strong track record of continuous professional development                                                                                             |                                                                                                    | A        |
| Experience and Knowledge    | Experience of working within a similar role, especially within a school environment                                                                    | Advanced working knowledge of Microsoft Excel inc. Pivot Tables, VLookups for analytical purposes. | I, R     |
|                             | Experience of SIMS, MIS and other education software packages to support data management functions                                                     | Experience in data manipulation and analysis.                                                      | A, I     |
|                             | Excellent IT skills – comprehensive knowledge and understanding of the use of software and relevant packages                                           |                                                                                                    | A, I     |
|                             | Good knowledge of Ofsted Inspection Dashboard                                                                                                          |                                                                                                    | A, I     |
| Skills and Abilities        | Excellent Excel skills                                                                                                                                 |                                                                                                    | A, I, R  |
|                             | Ability to analyse data                                                                                                                                |                                                                                                    | A, I, RI |
|                             | Excellent interpersonal and communication skills                                                                                                       |                                                                                                    | I, R     |
|                             | High level of analytical skills                                                                                                                        |                                                                                                    | I, R     |
|                             | Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing. |                                                                                                    | I, R     |

**A-Application**

**I-Interview**

**R-Reference**

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                                                                                                                                        |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|                     | <p>Ability to identify priorities quickly and accurately and to ensure that deadlines are met</p> <p>Ability to work under pressure</p> <p>Highly effective organisation and planning skills</p>                                                                                                                                                                                                                                                                                                                                                        |                      | <p>I, R</p> <p>I, R</p> <p>A, I, R</p>                                                                                                 |
| Personal Attributes | <p>Ability to promote the positive image of the organisation</p> <p>Support a culture of mutual respect for each other and the environment</p> <p>Good customer service/can-do attitude</p> <p>Ability to work collaboratively with diverse range of professional colleagues</p> <p>Excellent team player</p> <p>Self-motivated and able to work unsupervised</p> <p>Flexible and adaptable</p> <p>Willing and quick to learn new skills and procedures</p> <p>Excellent health and attendance record</p> <p>A commitment to equality and diversity</p> | Good sense of humour | <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, R</p> <p>A, I</p> |