



Liverpool College

Person Specification

Post Title: Data Manager

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

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>
<p>Personal Attributes</p>	<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>	<p>Good sense of humour</p>	<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, I, R</p> <p>A, R</p> <p>A, I</p>

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