

Personal Specification Whitley Academy



Job Title:	Data Systems Manager	Grade:	6/7 (£24,472 - £36,571)
Line Manager:	Director of Finance & Operations/ Senior Leadership Group	Location:	Whitley Academy

Job Requirements:

Knowledge:

- Extensive knowledge of Information Technology and Management Information Systems.
- Good understanding of information gathering, collation, analysis, preparation and presentation.
- Knowledge of computerised packages, e.g. Microsoft Word, Excel, SIMS, student records, data, timetabling.
- An understanding of systems analysis in the context of designing information systems to meet user's needs.
- Awareness and understanding of administrative systems and procedures.
- Knowledge of school examinations management processes.

Skills and Abilities:

- Excellent IT skills including designing spreadsheets and databases. Ability to use a wide range of software applications for data analysis.
- Ability to prioritise own workload (and that of others) to ensure that deadlines are met and information is communicated effectively.
- Ability to communicate effectively and work with Senior Leadership team on a day to day basis. Capable of strategic organisation and management of information.
- Effective communication skills in order to deal with all stakeholders.
- Good Team working and people management skills.
- Ability to work with all levels of school personnel without supervision taking initiative to solve problems and assist staff with prioritisation.
- Maintain confidentiality and handle confidential information correctly.
- Good presentational skills to disseminate information to varied audiences.
- Ability to learn quickly, possess flexibility and be able to engineer change for better within the school.
- Understand and analyse assessment data and target utilisation.
- Communicate effectively with staff, parents, pupils and outside agencies.
- To establish and maintain good working relationships with staff.
- The ability to work both as a member of a team and as a leader.
- To produce reports and statistical analyses.
- To utilise new technology applications.
- Maintain records accurately.

Experience:

- Preferably experienced in School Examination and Information Systems.
- Experience of managing Information and Data in a previous role.
- Understanding of workplace reform and its implications in schools.
- Staff management experience.

Educational:

- Good general education up to A Level including at least a grade C in both English and Maths (or equivalent).
- IT user qualification or a good working knowledge of Microsoft Office.
- Good working knowledge of Management Information Systems, ideally SIMS.
- Have obtained or be willing to work towards a Professional Data Manager's qualification such as the SSAT Data Managers Award.

Essential characteristics for a Whitley Academy staff member:

- Resilience
- Passion about all young people's learning and having the chance to learn.
- Enthusiasm for teaching and learning
- Positive outlook
- Team Player
- Advocacy for Whitley Academy students and their community.

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS will be required prior to appointment.

Updated: March 2016