**Data Manager – Person Specification**

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| **Data Manager** | **Essential** | **Desirable** |
| **Qualifications and Professional Development** |
| A minimum of three subjects at GCSE, O Level or equivalent including Maths & English |  |  |
| Educated to A Level or equivalent including Maths and/or Computing |  |  |
| A relevant professional or higher- level qualification equivalent to degree level |  |  |
| **Professional Specification** |
| Experience of managing, analysing and reporting on base data |  |  |
| Track record of professional success |  |  |
| Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel |  |  |
| Clear understanding of the principles of Data Protection |  |  |
| Experience of Managing and utilising SIMS database |  |  |
| Experience of working as a Data Protection Officer |  |  |
| **Personal Specification** |
| Personable, approachable and courteous at all times |  |  |
| Excellent organisational skills |  |  |
| The ability to work quickly, accurately and under pressure |  |  |
| High levels of emotional intelligence and resilience |  |  |
| Good verbal and written communication skills |  |  |
| Enthusiasm |  |  |