

**WHITLEY ACADEMY**

**Post – Data Manager (Including timetabling)**

**Salary Level – Grade 6**

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENT
<b>Knowledge</b>	Data protection and confidentiality in relation to data handling Thorough understanding of structure and organisation of SIMS and 4Matrix Understand the working environment of an educational establishment An understanding of statistical data analysis Experience with the use of IT systems, such as SIMS and Nova T	Essential Desirable Desirable Essential Desirable
<b>Skills &amp; Abilities</b>	Very competent in data analysis Excellent skills with office packages, especially Excel Excellent numeracy and statistical skills A high level of competence in using ICT and advanced skills in manipulation of data for reporting and presentations To present information in a logical, clear and concise format Excellent communication skills both written and verbal Remain calm and focussed under pressure and cope with interruptions Adapt, work and train in new technologies or new equipment as may be required Work accurately and flexibly under time pressure Team working and people management skills Budget Management	Essential Essential Essential Essential  Essential Essential Essential Essential  Essential Essential Desirable
<b>Qualifications</b>	GCSE English & Mathematics (or Equivalent) – Grade C or above A Level Mathematics	Essential Desirable
<b>Experience</b>	Using SIMS modules Working in an educational/school environment Experience of preparing reports that interpret results and trends Knowledge and experience of working with L3VA Post 16 data	Desirable Desirable Essential Desirable



<b>Whitley Characteristics</b>	Resilience and initiative. Passion for all young people's learning Enthusiastic about teaching and learning in your subject Positive outlook Team Player Advocacy for Whitley Academy students and their community	
<b>Special Requirements</b>	This post is exempt from the provision of Rehabilitation of Offender's Act 1974. A criminal records bureau clearance will be required prior to appointment.	Essential

