

Job Title: **Systems & Data Manager (SDM)**

Grade / Salary: **Dependant on Experience**

The following is a summary of the main attributes sought in candidates for the above post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level across the range as a whole.

## EDUCATION

<i>Essential</i>		<b>Evident in Application</b>	<b>Evident at Interview</b>
1.	A degree or equivalent	✓	

## Essential Skills, Abilities and Knowledge

<i>Essential</i>		<b>Evident in Application</b>	<b>Evident at Interview</b>
2.	Outstanding administrative and organisational skills	✓	
3.	Outstanding communication skills (oral and written)	✓	✓
4.	Ability to multi-task whilst maintaining attention to detail		✓
5.	Experience of working with a variety of school management information systems (MIS) in a school setting	✓	✓
6.	Track record of using MIS to generate information for different audiences	✓	✓
7.	Ability to adapt MIS to serve the needs of the school	✓	✓
8.	Ability to communicate data and other information clearly to a variety of audiences using different formats including reports	✓	✓
9.	Ability to work independently, setting and meeting deadlines; a creative problem solver who always wants to achieve better levels of service	✓	✓
10.	Successful experience of training and supporting others to access MIS and data/information	✓	✓
11.	Ability to work collaboratively with colleagues as a member of the team		✓
12.	Ability to work successfully under pressure and prioritise effectively	✓	✓
13.	Ability to work flexibly	✓	
14.	Exceptional interpersonal skills	✓	✓
15.	Ability to plan strategically for the short, mid and long term	✓	✓
16.	Experience of planning, managing and delivering projects	✓	

17.	A demonstrable commitment to Equal Opportunities	✓	✓
18.	Understanding of and commitment to safeguarding children.		✓
19.	Sense of humour and perspective		✓
20.	High levels of integrity, honesty and endeavour		✓
21.	Energy, enthusiasm and resourcefulness		✓
<b>Desirable</b>			
	Further professional qualification in relevant field e.g. statistics		

## Working Arrangements

- As part of safeguarding children, the post holder will be required to undergo an enhanced Criminal Record Bureau (CRB) check
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed
- The post holder will present him / herself for work in a manner that reflects the status of his / her role and will comply with the school's dress code. A copy of the dress code can be obtained from the Fortismere School Office.

Signed: .....

Name: .....

Dated: .....