



Stockport School

<u>Person Specification</u>	<u>Data & SIMS Manager</u>
	Qualities
Experience	<ul style="list-style-type: none"> ➤ Experience of operating a SIMS Information Management system ➤ Experience of data management software, preferably SISRA and SIMS Assessment Manager ➤ Experience with data analysis and input ➤ Excellent ICT skills, preferably with advanced skills in Microsoft Word and Excel ➤ Experience in the production of accurate reports ➤ Experience of liaising with Leadership teams, students, staff, parents and external agencies ➤ Experience of data protection and the legal responsibilities associated with the effective management of it ➤ Preferably school-based work experience
Skills & Abilities	<ul style="list-style-type: none"> ➤ Ability to motivate and communicate effectively with staff ➤ Ability to work effectively with key stakeholders ➤ Ability to prioritise key tasks and manage time effectively ➤ Ability to analyse information and identify key areas for action ➤ Accuracy and attention to detail in collecting and inputting information and producing reports ➤ Excellent knowledge of SIMS, particularly the Assessment Manager module and desirable knowledge of SISRA ➤ Ability to produce reports and to analyse them in a clear and concise way
Qualifications	<ul style="list-style-type: none"> ➤ Educated to A Level and preferably degree level ➤ Strength of qualifications in Mathematics, English and ICT/Computing
Personal Qualities	<ul style="list-style-type: none"> ➤ Excellent verbal and written communication skills ➤ Outstanding accuracy and attention to detail ➤ Ability to enthuse others to carry out tasks ➤ Empathy with learners and teaching staff ➤ Ability to work on own initiative ➤ Planning, organisation and time management skills ➤ Reliability and dedication to role ➤ Ability to work flexibly ➤ Commitment to continuous professional development ➤ Commitment to safeguarding and promoting the welfare of children and vulnerable adults in School ➤ Commitment to equal opportunities

March 2024

