

# SIR JONATHAN NORTH COMMUNITY COLLEGE

## PERSONNEL SPECIFICATION

### SIMS DATA MANAGER

CRITERIA	ESSENTIAL	DESIRABLE
1. Qualifications	<ul style="list-style-type: none"> <li>• Good education</li> <li>• O'level / GCSE English and Maths at grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• ICT qualifications</li> </ul>
2. Experience	<ul style="list-style-type: none"> <li>• Extensive Knowledge of SIMs</li> <li>• Experience of data input and manipulation</li> <li>• Knowledge of a variety of ICT applications including Excel</li> <li>• Ability to interpret or analyse data and information or situations in order to make a decision or recommendation</li> <li>• Excellent proven administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a customer service based environment</li> </ul>
3. Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills</li> <li>• Ability to work under pressure and prioritise a number of competing demands</li> <li>• Ability to take responsibility for tasks and to work on own initiative working, both proactively and reactively</li> <li>• Approachable with good communication and interpersonal skills</li> <li>• Teamwork skills</li> <li>• Flexibility in approach and ability to adapt to change</li> <li>• Attention to detail</li> <li>• Good attendance record</li> <li>• An awareness of responsibility for the safeguarding and promotion of the welfare of children</li> </ul>	

July 2017