



## GRAYS CONVENT HIGH SCHOOL

### PERSON SPECIFICATION FOR THE SCHOOL PUPIL DATA MANAGER

Please write your supporting statement /letter giving evidence of how you meet each of the essential criteria.

This acts as a selection criteria and give an outline of the types of people and characteristics required to do the job.

**Please make sure when completing your application form, you give clear examples of how you meet the essential and desirable criteria**

Essential	How Measured	Deaireable	How Measured
<b>EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>• Demonstrate experience of the use of Excel and Word</li> <li>• Advance PC skills, especially using packages for analysis, excel spreadsheets and databases</li> </ul>	1,2, 5	<ul style="list-style-type: none"> <li>• Knowledge of the School Environment.</li> <li>• Knowledge of Sims</li> <li>• Knowledge of software such as Sistra and GL Assessments</li> </ul>	1,2
<b>SKILLS/ABILITIES</b>			
<ul style="list-style-type: none"> <li>• Analytical skills and motivation.</li> <li>• Good communications skills</li> <li>• Able to keep accurate records</li> <li>• Able to plan own workload and meet tight timescales</li> <li>• Numeracy and literacy skills to read and understand technical language and instructions</li> <li>• Able to give clear and concise guidance to others</li> </ul>	1,2,3	<ul style="list-style-type: none"> <li>• Ability to respond to changed priorities to suit school needs</li> </ul>	1,2
<b>EQUALITY ISSUES</b>			
<ul style="list-style-type: none"> <li>• Able to recognise and act upon the more common forms of discrimination</li> </ul>	1,2		

<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>EDUCATION AND TRAINING</b>			
<ul style="list-style-type: none"> <li>• Educated to GCSE 4 and above</li> <li>• Willing to undertake job related training</li> </ul>	1,2		
<b>OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Well organised</li> <li>• Adaptable</li> </ul>	1,2		

**1 = Application    2 = Interview    3= Test    4= Proof of Qualification    5 = Practical Exercise**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that Grays Convent School's policies are reflected in all aspects of their work, in particular those relating to:

**Equal Opportunities,  
Health & Safety,  
Child Protection,  
Data protection Act (1984 & 1998)**