



South Tyneside Council

CHILDREN AND FAMILIES

MORTIMER COMMUNITY COLLEGE

PERSON SPECIFICATION

POST TITLE: Data and SIMS Manager

GRADE: Band 6 (SCP 25) £33,945

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">Degree or equivalent qualification in a relevant subject		<ul style="list-style-type: none">Application formCertificates
Work Experience	<ul style="list-style-type: none">Significant experience of working in an education environment utilising SIMSExtensive experience of Data Analysis from student informationExperience of interpreting policies and procedures to enhance and develop the systemsExperience of liaising with agencies and individuals including upgrades of ICT productsExperience of designing and developing administrative and organisational systems		<ul style="list-style-type: none">Application formInterviewReferences
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Excellent numeracy/ literacy skillsExtensive knowledge of Microsoft Excel and WordExtensive knowledge of SIMS databaseAble to interpret advice/statute to devise policies/practice in the light of theseEffective use of specialist ICT packagesExcellent interpersonal skills and organisational skills	<ul style="list-style-type: none">Knowledge in performance management systems	<ul style="list-style-type: none">InterviewReferencesTest

Disposition	<ul style="list-style-type: none"> • Able to work under pressure • Able to maintain confidentiality • Able to work collectively as part of a team • Flexible approach to work • Willing to participate in training and development • Able to motivate self and others • Committed to the Principles of Equality and Diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Criminal Records Bureau 		<ul style="list-style-type: none"> • CRB check