



DATA MANAGER

ESSENTIAL	DESIRABLE
Good working knowledge of SIMS	Working knowledge of T6
GCSE Grade C, or above, in both English and Mathematics	Understanding of SQL
Able to create aspects, reports and mark sheets	Able to use SIMS Discover
Able to prioritise and work under pressure	To present whole college training on the use of data
Working knowledge of timetabling in SIMS eg amending class lists	Working knowledge of Cover or willingness to learn
Able to be ordered and logical	Experience of Exams Officer role or willingness to support the Exams Officer
A Completer Finisher	Working Knowledge of JCQ Examination regulations
Punctual/Good attendance	
Attention to detail	
Good communicator at all levels	
Able to present relevant information to different audiences	
Highly competent in creating and using complex spreadsheets	