

Person Specification
Teachers and Support Staff

Role:	Data Administrator	
	Essential Requirements	How Identified
Qualifications	GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 NVQ2 (or equivalent) in a relevant discipline or knowledge and experience demonstrating ability at this level.	Application
Experience	Experience of general clerical /administrative work including telephony. Experience of working in a close knit team.	Application References Interview
Training	Awareness of Multi Academy Trusts	Application Interview
Knowledge, Skills and Ability	Appropriate knowledge of first aid (training will be given) Effective use of ICT packages good keyboard skills. Experience of school data systems would be advantageous e.g SIMs, FFT Aspire, ALPS and SISRA Competent use of relevant administrative equipment/resources e.g. photocopier, Scanner. Knowledge of relevant policies/codes of practice. Ability to relate well to children and adults. Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these. Ability to identify own learning and development needs and cooperate with means to address these. To be responsible for promoting and safeguarding the welfare of children and young people within the school. Maintain confidentiality at all times. Able to see problems as challenges, meet deadlines and adapt to new situations. Health & Safety knowledge	Application Interview
Personal Circumstances	Must have the ability to be flexible and work to the requirements of a busy school.	Application Interview
Disposition and Attitude	Resilient and energetic with a good sense of humour. Look smart and professional. To like young people and be liked by them Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire to develop.	Application Interview References
Physical	Excellent attendance and punctuality.	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview