Person Specification

Post: Data Administrator

Attributes	Essential	Desirable	How identified
Qualifications	• Grade C/4 or above in GCSE English and mathematics	• Further or higher education	• Application • Certification
Experience	• Values driven • Maintaining confidentiality at all times • Working to strict rules and deadlines	• Working in an inner-city area of high deprivation • Working in a similar role and/or in an educational setting • Use of data management systems e.g. Bromcom	• Application • Interview • References
Knowledge and skills	• Microsoft Office, especially Excel and Word • Efficient administrator • Maintain high level of accuracy • Work effectively with multiple stakeholders both internally and externally • Commitment to safeguarding	• Understanding of what makes a Dixons academy different and successful • Analytical thinker	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Diplomatic • Personal and professional integrity • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy	• Willingness to offer extra-curricular provision	• Application • Interview • References