

PERSON SPECIFICATION- Senior Administrator - Data

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Good educational background which includes a good standard in GCSE English and Maths	E	Certificates
<input type="checkbox"/> Willingness to undergo further training	E	
Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Previous knowledge and experience of working with SIMS	D	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience of using data management systems including SISRA	D	
<input type="checkbox"/> Excellent Interpersonal skills and communication skills	E	
<input type="checkbox"/> Experience within a School environment	D	
<input type="checkbox"/> Excellent working knowledge of Microsoft Office including Excel, Word, PowerPoint and Outlook	E	
<input type="checkbox"/> Experience of administering internal and external school exams for KS2/3/4&5	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent organisational skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to input data accurately - a good "eye for detail"	E	
<input type="checkbox"/> Ability to maintain confidentiality	E	
<input type="checkbox"/> Ability to interpret data	E	
<input type="checkbox"/> Ability to present data in various formats	E	
<input type="checkbox"/> Ability to manage own workload effectively and meet deadlines	E	
<input type="checkbox"/> Ability to work accurately whilst managing competing demands	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to act on initiative, be highly motivated show resilience and reliability	E	
<input type="checkbox"/> Capacity and potential to learn	E	
<input type="checkbox"/> Ability to work outside normal Academy hours in line with Academy needs	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if



<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	applicable)
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	Task (if applicable)