

Person Specification

In your application for Data and Assessment Administrator, please demonstrate how you meet the following criteria.

Assessment Key: A = Application form and supporting statement, I = Interview, R = References

Qualifications	Essential/ Desirable	How assessed
A good level of general education including; GCSE Mathematics and English Language A*-C, or equivalent.	E	A
Excellent working knowledge of Microsoft Office including Word, Excel and Outlook.	E	A, I
Experience and Skills	Essential/ Desirable	How assessed
Ability to undertake further training and development as required	D	I
Knowledge of school assessment systems	D	A, I
Knowledge of school performance measures	D	A, I
Experience of working autonomously and part of a team, managing own workloads and meeting deadlines, setting priorities and achieving agreed targets	E	A, I
Experience of producing accurate and timely reports	E	A, I
Experience in a similar role within an education setting	D	A
Experience of using school MIS systems such as Arbor.	D	A, I
Experience of working with various data analysis tools and systems, including uploading data, setting up filter parameters and interrogating data.	D	A, I
Skills & Abilities		
High level of attention to detail and accuracy	E	A,, I R
Meticulous in approach	E	A, I, R
Excellent communication skills and the ability to communicate effectively at all levels	E	I, R
Make decisions for the effective running of the administration of data processes	E	A, I,, R
Ability to handle confidential issues and materials sensitively and appropriately	E	A, I, R
Flexible approach to working in a busy office environment	E	I, R
Ability to work independently, using own initiative or as part of a wider team	E	I, R

