Ripplevale School

Administrator / Data Officer - Person Specification

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| **Description** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | Good level of education to include GCSE / English and Mathematics or equivalent. | Further education qualification/s in relevant fields | Application and Interview |
| **Experience, skills and knowledge** | Experience of working in a busy office environment  Experience in managing and maintaining accurate records and filing systems  Ability to build and form good relationships with students, colleagues and other professionals  Ability to work constructively as part of a team, understanding school roles and responsibilities  Good organisational skills  Good keyboard skills/word processing  High level of interpersonal skills  Ability to work independently as well as collaboratively  Good verbal and written communication skills  Ability to proficiently use Microsoft Office computer software including Word and Excel | Experience of working in a school or similar role  Experience in using SIMs or other data management programmes  Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as School Governance, Freedom of Information Act, UKGDPR etc.  PowerPoint, Google Docs | Application  Interview |
| **Personal Qualities** | Ability to prioritise one’s own workload  Able to work flexibly, professionally, and supportively  Resilience, the ability to work under pressure and be able to meet deadlines  Ability to deal with confidential matters and materials in a sensitive and appropriate manner  Proven ability to think both strategically and creatively to prioritise tasks  Desire to enhance and develop skills and knowledge through CPD  Evidence of excellent attendance and punctuality record  Recognition of the importance of personal responsibility for Health & Safety  Commitment to the school’s ethos, aims, and its whole community  A commitment to safeguarding and promoting the welfare of children and young people |  | Interview |