Ripplevale School

Administrator / Data Officer - Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **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 processingHigh level of interpersonal skillsAbility to work independently as well as collaborativelyGood 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 roleExperience 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 | ApplicationInterview |
| **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 deadlinesAbility to deal with confidential matters and materials in a sensitive and appropriate manner Proven ability to think both strategically and creatively to prioritise tasksDesire to enhance and develop skills and knowledge through CPD Evidence of excellent attendance and punctuality record Recognition of the importanceof personal responsibility for Health & Safety Commitment to the school’s ethos, aims, and its whole communityA commitment to safeguarding and promoting the welfare of children and young people |  | Interview |