

Accelerated Reader Administrator – Personal Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Literacy/Accelerate Reader training (preferable)
Experience	<ul style="list-style-type: none"> • Successful relevant experience of working with children of relevant age within a learning environment (desirable) • Experience of data gathering, reporting and analysis – preferably in a school setting. • Relevant experience of working within a library setting (desirable). • Proven experience using AR and STAR systems (desirable).
Skills and abilities	<ul style="list-style-type: none"> • Good understanding of child development with the ability to develop strategies to communicate with and engage pupils. • Ability to work calmly under pressure and adapt quickly and effectively to changing circumstance/situations. • Ability to work in an organised and methodical manner, forward planning and prioritising to meet deadlines. • Ability to categorise and organise a large stock of resources. • Attention to detail and ability to maintain records. • Ability to summarise, analyse and interpret data to identify issues/trends and produce reports. • Ability to develop and review systems of work. • Ability to take personal responsibility for organising day to day workload. • Ability to work effectively collaboratively across the Trust • Ability to communicate effectively with SLT, staff and parents to deliver training for these groups.
Knowledge	<ul style="list-style-type: none"> • In depth knowledge and understanding of the Accelerated Reader and STAR test systems along with the National Curriculum for English.

	<ul style="list-style-type: none">• Detailed understanding of how pupils of relevant age group(s) and ability to learn and relevant learning strategies and methods to support them.• Knowledge and compliance with policies and procedures relevant to confidentiality, safeguarding and health and safety.• Knowledge of IT and data systems and the analysis of data.
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