**PERSON SPECIFICATION**

**July 2025**

**Data Administrative Assistant**

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| **Education & Qualifications** | Good general education. No specific qualifications are required. |
| **Experience, knowledge and skills** | * Previous experience using data in a school is desirable but not essential * Previous experience using SIMS in a school is desirable but not essential * Ability to use a range of ICT packages including spreadsheets is essential * Attention to detail and accuracy when working with data * Ability to produce reports displaying a range of information * Understanding of the need for confidentiality and data protection * Excellent communication, interpersonal and organisational skills * Ability to prioritise and manage own workload and meet deadlines * Be organised, efficient and self-motivated * Excellent time management skills * Patience and understanding when dealing with data amendments * Ability to forward plan * Ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving * Excellent communication skills, both verbal and written * Ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations |
| **Personal Qualities** | The ability to:   * Respect the value and dignity of each individual member of the school community * Build and maintain quality relationships through interpersonal skills and effective communication * Demonstrate personal and professional integrity * Demonstrate initiative in solving problems * Be aware of own strengths and areas for development. Listen to and reflect upon feedback and act appropriately * Continually question and challenge how we can improve * Demonstrate a capacity for sustained effective work and good humour under pressure * Demonstrate energy, enthusiasm, flexibility and resilience. |