**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
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| **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.
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