

Person Specification for Data Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least 5 GCSEs or equivalent level 2 qualifications at grade C or equivalent, including Maths and English 	<ul style="list-style-type: none"> A Levels or equivalent Level 3 qualifications Further/Higher Education IT qualifications
Experience	<ul style="list-style-type: none"> Extensive experience working effectively with a range of databases and IT packages Experience in an administrative role 	<ul style="list-style-type: none"> Operating knowledge of Arbor Previous work with young people Use of statistical data
Professional Knowledge and Skills	<ul style="list-style-type: none"> Excellent IT skills including the ability to manipulate and analyse data Well organised and methodical approach to work Ability to work within set timescales and to strict deadlines Ability to record information accurately and appropriately Ability to work independently and constructively as part of a team Ability to follow verbal and written instructions, but also work on own initiative where required Ability to prioritise Excellent interpersonal and communication skills, both written and verbal Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude Excellent planning and organisational skills and methodical approach to work Ability to adapt to changing situations and work in a flexible manner 	
Personal Qualities	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with young people and adults Ability to build and maintain good working relationships with students, staff, parents/carers and external agencies Honest and reliable, proactive and self-motivated Confident with a positive attitude, flexible, adaptable and resilient Ability to maintain discretion and confidentiality at all times 	
Requirements	<ul style="list-style-type: none"> Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels Commitment to anti-discriminatory practice An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning Commitment to safeguarding and promoting the welfare of children A desire to make a difference Work within school procedures and policy guidelines Follow confidentiality protocol Ability to converse at ease in accurate spoken English 	

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| | <ul style="list-style-type: none">• Enhanced DBS clearance with Children's Barred List Checks | |
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THE JOHN OF GAUNT SCHOOL