Person Specification – Data and Exams Administrator

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|  | **Desirable**  | **Essential**  |
| **Qualifications and experience:**  |
| Good literacy and numeracy skills gained from general education or equivalent  Experience necessary to undertake the full roleAn experience or a demonstrated ability to manage and maintain data as well as maintaining confidentiality |    |      |
| **Knowledge and skills:** |
| Ability to work calmly under pressure  Good organisational and time management skillsCustomer focused.  Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.  Open, honest and an active listener.  Takes responsibility and accountability.  Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.  Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.  Is committed to the provision and improvement of quality service provision.  Is adaptable to change/embraces and welcomes change.  Acts with pace and urgency being energetic, enthusiastic and decisive.  Communicates effectively.  Ability to work collaboratively with others Good IT skills and has accuracy and attention to detail |   |                 |
| **Personal qualities Desirable Essential** |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  A diplomatic and patient approach  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Has the ability to learn from experiences and challenges.  Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community.  Committed to flexible working practices and willingness to go that “extra mile”   Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.  Not barred from working with children   |  |           |