

**Person Specification**  
**Data Officer and Safeguarding Admin**  
**Grade 5**

<b>Education and Experience</b>
<ul style="list-style-type: none"><li>✓ Literacy and numeracy skills equivalent to 3 GSE's (A-C) including Maths and English</li><li>✓ NVQ level 2 Administration qualification or equivalent experience.</li><li>✓ Detailed knowledge of SIMS.net</li><li>✓ working knowledge of Microsoft packages Word and Excel</li><li>✓ Experience of working in a school admin position</li></ul>
<b>Knowledge &amp; Understanding</b>
<ul style="list-style-type: none"><li>✓ Ability to manage and prioritise a demanding workload</li><li>✓ A very good record of attendance and punctuality</li><li>✓ Effective organisational skills</li><li>✓ Detailed knowledge of Assessment</li><li>✓ Working in educational / school environment</li><li>✓ First aid certificate</li><li>✓ A commitment to upholding the strong Christian ethos of the school</li></ul>
<b>Skills &amp; Abilities</b>
<ul style="list-style-type: none"><li>✓ Exceptional planning and organisational skills</li><li>✓ Excellent written and verbal communication</li><li>✓ Highly developed interpersonal skills</li><li>✓ An ability to analyse data and evidence of higher level ICT skills</li><li>✓ An ability to use initiative and prioritise work</li><li>✓ Being accurate and well organised in approach to work</li><li>✓ Ability to communicate clearly and effectively with students, teachers, parents and outside agencies</li></ul>