

Data Officer

Trinity Academy

Data Officer

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Minimum 5 GCSE Grades A*-C or equivalent including English and Maths.	<ul style="list-style-type: none">• A good standard of education to 'A' Level or equivalent in at least 2 subjects.
Experience	<ul style="list-style-type: none">• Excellent organisational skills, to be able to prioritise work and meet deadlines.• Excellent IT skills including working knowledge of MS Office and bespoke software packages.• Data processing and management including production of reports in a standard format.	<ul style="list-style-type: none">• Experience of working in a related role, preferably in an education environment.• Good working knowledge of school specific processes and IT e.g. Examinations procedures, regulations and policies such as SIMS.
Leadership and Management Skills	<ul style="list-style-type: none">• Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are	<ul style="list-style-type: none">• The experience, where necessary, to lead on the design and implementation of processes across an organisation.

	<p>fulfilled.</p> <ul style="list-style-type: none"> ● Statistical and numerical skills. ● Ability to work to a high level of accuracy and attention to detail. ● Ability and willingness to work cooperatively as part of a team ● Respect for the professional expertise of others. 	
<p>Personal attributes</p>	<ul style="list-style-type: none"> ● Enthusiastic, perceptive and fair. ● Record of excellent practice. ● Ability to remain calm under pressure. ● Good sense of humour ● Ability to handle information securely and confidentially. ● An understanding of the needs and values of different communities, in particular the different cultures the Academy serves. ● Genuine care for all students, especially the disadvantaged and vulnerable. ● Flexibility of working hours during key periods of examinations and results. 	

Communication Skills

- High standard of written and verbal communication skills.
 - Able to speak to a group of people and clearly communicate information.
 - Be able to communicate with care and respect to students, staff, parents and carers
- Experience of leading meetings.