



## Personal Attributes

	Essential		Desirable	
	Attribute	Stage Identified	Attribute	Stage Identified
<b>Qualifications</b>	GCSE passes in Maths and English	A	Higher qualifications in relevant subjects	A
	Relevant IT qualifications	A		
<b>Experience</b>	Experience and evidence of data analysis	A/I	Data input processing experience	A/I
	Extensive experience of Microsoft Excel	A/I	Experience of school management information system	A/I
	Experience of producing multiple reports from database software	A/I	– Currently using Bromcom	A/I
			Experience of working in a school setting	
<b>Knowledge and Skills</b>	Methodical organisation skills	A/I/R	Working knowledge of Databases, MIS, Excel	A/I
	Highly effective communication skills through verbal and written means	A/I/R		
<b>Special Requirements</b>	Ability to work as part of a fast moving team	A/I/R	Inclusive ethos  Student centred ethos	I
	Ability to work on own initiative	A/I/R		I
	Ability to work accurately under pressure to deadlines and adapt to change	A/I/R		
	Flexible, pro-active approach to work	A/I/R		
	Sense of humour	A/I/R		

A=Application

I=Interview

R=Reference