

Person Specification

Post Title: Senior Administration & Data Assistant

Responsible to: Administration Manager

Qualifications & Training

Essential

- GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above.
- Level 3 qualification in relevant field.
- Evidence of continuous professional development relevant to administration, data management, or school systems.

Desirable

- Training or certification in school MIS systems (e.g., Bromcom, SIMS, Arbor, or similar).
- Qualification or experience in data management, analysis, or information systems.
- Level 3 qualification in Business Administration or Data Management

Experience

Essential

- Significant administrative experience in a busy office environment.
- Experience working with complex data systems or management information systems (MIS).
- Experience of handling, analysing, and maintaining large datasets with high accuracy.
- Experience using advanced Microsoft Excel functions (e.g., formulas, data validation, filtering, pivot tables, reporting).

- Experience coordinating schedules, timetables, or operational logistics.
- Experience managing confidential and sensitive information in line with data protection requirements.
- Experience communicating effectively with a range of stakeholders.

Desirable

- Experience working in a school or education setting.
 - Experience of timetable admin, cover management, or room scheduling systems.
 - Experience supporting student admissions, transition processes, or sixth form administration.
 - Experience producing reports or analysing data to support decision-making.
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Knowledge

Essential

- Strong understanding of data accuracy, integrity, and confidentiality.
- Knowledge of GDPR and safeguarding responsibilities when handling personal information.
- Understanding of administrative systems and processes within a busy organisation.

Desirable

- Knowledge of school administrative systems, including attendance, timetabling, and reporting.
 - Understanding of school structures, examinations processes, and post-16 provision.
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Skills & Abilities

Essential

- Advanced data management skills, including the ability to manipulate, analyse, and interpret complex datasets.
- Strong analytical and problem-solving skills with attention to detail.
- High level of IT literacy, including Microsoft Office applications and database systems.
- Excellent organisational and time-management skills, with the ability to prioritise competing tasks.
- Ability to work calmly under pressure and respond quickly to changing priorities.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and professional discretion at all times.

Desirable

- Ability to produce data reports, dashboards, or summaries to support school operations.
- Ability to train or support colleagues in using administrative or data systems.

Personal Attributes

Essential

- Professional, reliable, and highly organised.
- Proactive and able to anticipate administrative and data needs.
- Strong attention to detail and commitment to accuracy.
- Flexible and willing to adapt working hours when required to support operational needs.
- Commitment to the ethos and values of the school, supporting a positive environment for staff and students.

Other Requirements

Essential

- Commitment to safeguarding and promoting the welfare of children and young people.
 - Willingness to work all year round with annual leave during school holidays.
 - Flexibility to adjust working hours to provide cover when necessary.
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Senior Administrative Assistant

Criteria	Essential / Desirable	Evidence Source (Application / Interview / Test)
GCSE (or equivalent) in English and Maths at Grade C/4 or above	Essential	Application
Relevant Level 3 qualification or equivalent administrative experience	Essential	Application
Significant experience working in a busy administrative environment	Essential	Application
Experience using Management Information Systems (MIS) or complex databases	Essential	Application / Interview
High level data skills – experience handling, maintaining and analysing large datasets	Essential	Application / Interview / Test
Advanced Microsoft Excel or equivalent data tools (e.g. formulas, pivot tables, reporting)	Essential	Application / Interview / Test
Experience maintaining accurate records with strong attention to detail	Essential	Application / Interview
Ability to organise complex schedules or logistics (e.g. cover management, timetabling, bookings)	Essential	Application / Interview
Experience handling confidential and sensitive information appropriately	Essential	Application / Interview

Strong organisational and time management skills	Essential	Application / Interview
Ability to work under pressure and prioritise tasks in a busy environment	Essential	Application / Interview
Excellent written and verbal communication skills	Essential	Application / Interview
Strong IT skills including Microsoft Office and database systems	Essential	Application / Interview
Experience working in a school or education environment	Desirable	Application
Experience of timetabling, cover management or room booking systems	Desirable	Application / Interview
Experience supporting admissions, transition, or Sixth Form administration	Desirable	Application
Experience producing reports or analysing data to support operational decision-making	Desirable	Application / Interview
Knowledge of GDPR and safeguarding requirements in education	Desirable	Application / Interview