Person Specification

Post: Data Administrator

Attributes	Essential	Desirable	How identified
Qualifications	• Grade C, or above, in GCSE English and mathematics	• Further or higher education	• Application
Experience	• Values driven • Proven experience of working within a similar role • Use data management systems, e.g. SIMS	• Working across multiple sites • Working in an educational setting	• Application • Interview
Knowledge and skills	• Microsoft packages, including Word and Excel • Working under strict rules and guidance • Operating within strict in-school and Department for Education time constraints and deadlines • Managing multiple stakeholders	• Understanding of what makes a Dixons school different and successful	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Mission-aligned • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Ability to offer extra-curricular provision • Commitment to the full life of the academy • Excellent record of attendance	• Willingness to offer extra-curricular provision	• Application • Interview • References