



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



PERSON SPECIFICATION

Post Title:	Administrator: Exams & Data	Salary Grade:	C
Location:	Lode Heath School	Salary Range:	13-23
Department :	Admin	Weeks:	41 (Term Time + INSET/flexi days)
Responsible to:	Data Manager Snr. Ast. Headteacher Headteacher	Hours:	37
	Essential	Desirable	Methods of Assessment
Qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSE's (or equivalent) to include English & Maths at Grade C Good levels of competency in literacy & numeracy 	<ul style="list-style-type: none"> Evidence of Further Education such as A Levels 	Application Qualifications
Experience	<ul style="list-style-type: none"> Working with IT packages ie. Excel and Word, Data Handling Administration experience 	<ul style="list-style-type: none"> Working with school information management systems Examination procedures Working in a school environment 	Application References Interview
Knowledge	<ul style="list-style-type: none"> Understanding of Data protection and confidentiality in relation to data handling 	<ul style="list-style-type: none"> GDPR Safeguarding 	Application References Interview
Skills	<ul style="list-style-type: none"> Accurate and fluent written & oral communication skills Numerate Good skills with Office packages Use of Microsoft Excel High degree of accuracy and attention to detail Work with, guide and support others 	<ul style="list-style-type: none"> Use of a wide range of IT programmes including: SIMS, Nova T6, SISRA Analytics, TASC PARS Connect & Insight 	Application References Interview

Other Requirements	<ul style="list-style-type: none"> • Logical approach to problems and situations • To undergo an enhanced DBS check • Ability and willingness to contribute to the wider school 		DBS check Interview
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Person Specification reviewed by: Laura Suddon

Date: November 2018