



# TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS

Amanda Simpson, Headteacher

## Person Specification: Data Assistant

	Criteria
<b>Qualifications</b>	Minimum of A Level or equivalent qualifications
<b>Experience</b>	<p>Experience of working in an office environment as part of a team</p> <p>Excellent numeracy and communication skills</p> <p>Excellent organisational skills. Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines</p> <p>Professional work ethic and commitment to high standards</p> <p>Experience in the use/manipulation of electronic databases and spreadsheets</p>
<b>Skills and abilities</b>	<p>Excellent IT skills in Microsoft Excel and Word is essential</p> <p>Knowledge on the use of the SIMS database would be an advantage but full training will be given</p> <p>Ability to maintain accuracy and attention to detail</p> <p>Strong multi-tasking skills; thorough, organised and methodical approach to work</p> <p>Excellent communication skills both orally and written; interpersonal and organisational skills</p>
<b>Knowledge</b>	<p>Good knowledge of the work of the school and school processes</p> <p>Good knowledge of curriculum at secondary level</p> <p>Proven track record of professional development</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting</p>