



## Person Specification

**School:** Greatfields

**Job title:** Data Coordinator

*The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.*

Criteria	Essential	Desirable
Qualifications and Knowledge	<ul style="list-style-type: none"><li>• GCSE C+ English and Maths (or equivalent)</li><li>• Proficient in the use of Microsoft Word and Excel.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of SIMS.</li></ul>
Skills	<ul style="list-style-type: none"><li>• Attention to detail.</li><li>• Confident working with various types of data.</li><li>• Excellent written and verbal communication.</li><li>• Willing to go the 'extra mile' when required.</li><li>• Promote a positive working environment.</li></ul>	<ul style="list-style-type: none"><li>• Ability to prioritise workloads</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of working with numbers.</li></ul>	

