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	• Proven experience of working within a similar role • Use of data management systems e.g. SIMS	• Working across multiple sites • Working in an educational setting	• Application • Interview
Knowledge and skills	• Excellent understanding of Microsoft packages including Excel and Word • Work to strict rules and guidance • Operate to strict in-school and Department for Education time constraints and deadlines • Manage multiple stakeholders both internally and externally	• Understanding of what makes a Dixons academy 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 • Commitment to the full life of the academy		• Application • Interview • References