



GREENWOOD ACADEMIES TRUST

PERSON SPECIFICATION

Data Assistant

	Essential	Desirable	How Assessed
Qualifications:			
Good standard of education to at least GCSE level in English and Mathematics	✓		Application form
Experience:			
Working in a busy office environment	✓		Application form; at interview and reference
Working with and maintaining databases	✓		Application form; at interview and reference
Working with a school Management Information System, particularly Serco Facility / ePortal		✓	Application form; at interview and reference
Experience of Microsoft office software, particularly Excel	✓		Application form; at interview and reference
Personal and Professional Skills and Attributes:			
Highly motivated and enthusiastic	✓		Application form and at interview
High professional standards	✓		Application form and at interview
Methodical, well organised and able to work using own initiative with the ability to prioritise	✓		Application form and at interview
Ability to work effectively as a member of a team	✓		Application form and at interview
Ability to communicate effectively at all levels	✓		Application form and at interview
Understanding and ability to ensure confidentiality is not compromised	✓		Application form and at interview
Ability to work under pressure and meet deadlines whilst maintaining accuracy at all times	✓		Application form and at interview
Ability to accurately check data and reports and make amendments	✓		Application form and at interview
Ability to be adaptable to the changing needs and requirements of the post	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy		✓	Application form and at interview

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓