



PERSON SPECIFICATION

Compliance Administrator

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<i>This role requires experience and skills rather than formal qualifications</i>	
EXPERIENCE	<ul style="list-style-type: none">• Strong administration experience• Experience of team working and the ability to work independently	<ul style="list-style-type: none">• Experience of ensuring data quality• Administration experience gained in the educational sector
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none">• Ability to learn quickly and retain information• Willing to undertake relevant training and development, as required for the role	<ul style="list-style-type: none">• Knowledge of data protection• Knowledge of regulatory requirements for schools
SKILLS AND APTITUDES	<ul style="list-style-type: none">• Aptitude for paying meticulous attention to detail• Confidence with the use of ICT, including work-based experience of Microsoft Excel and Word• Proactive, self-motivated with the ability to work on own initiative• Ability to communicate effectively with colleagues, both teaching and non-teaching	<ul style="list-style-type: none">• Ability to interpret legislation and other laid down procedures and be able to explain the requirements in practical terms to non-specialists• Experience of database management• Experience of multi-tasking and the ability to move from compliance subject area to another in quick succession.
DISPOSITION	<ul style="list-style-type: none">• Ability to maintain confidentiality on all matters• Enthusiasm and willingness to learn new skills	<ul style="list-style-type: none">• Inquisitive, collaborative and thorough• A flexible approach to the tasks within the role and the requirements of the School• Capacity to adapt effectively to changing situations