Lead Admin & Data Person Specification

Job Title: Lead Administrative and Data Officer
Location: Newham
Contract type: Permanent
Contract term: Full time
Salary: £27,138 - £31,450
Job start: ASAP

Person Specification:

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D – References.

Category	Essential	Desirable
Qualifications	• Educated to at least degree or equivalent (A)	• Further study or action research on data analysis (A)
Experience	• Leading a team and line managing staff • Some level of data management or equivalent in a School/College (A) • Working closely with Governors (A, C, D) • Evidence of effective change management within school (A, C, D) • Experience in developing or making a contribution to a school development plan (A, C, D)	• Experience running an office/reception environment • Using focused evaluation to write a SEF and improve standards of achievement (A, C, D)
Knowledge and Understanding	• Excellent organisational skills, with a high attention to detail. (A,C) • Of how to input and output data effectively, and to present this data in a way which is easy to understand (A, C, D) • Of how ICT and technology more widely can be used to improve teaching and learning and communication (A, B, C, D) • Working knowledge of school data needs and the ability to analyse and present data in a meaningful and timely way (A,C) • Ability to present at full staff meetings / briefings (A,C) • Excellent and precise keyboard skills, in order to produce accurate and timely information, reports and statistics (A,C) • Ability to assimilate information and make appropriate decisions swiftly (A,C) • Ability to work on own initiative. Experience and ability to develop (A,C)	• Experience of using SIMS
Other skills and abilities	• Demonstrable skills and ability to self-motivate, lead, train and delegate to others effectively. • Highly developed skills of working with people to establish constructive relationships with all stakeholders (A, B, C, D) • Excellent numeracy and literacy skills (A,C) • High standard of interpersonal skills and emotional intelligence (A, B, C, D) • Excellent at working with and leading teams (A, C, D) • Highly developed communication skills with a range of audiences (A, C, D)	• Ability to lead change and engender innovation and creativity in other leaders (A, C, D)

	• Highly developed ICT skills (A, C, D) • Ability to manage time and prioritise well, meet deadlines and work under intense pressure (A, B, C, D) • Command respect of students and staff and be an advocate for the UTC (A, C, D)	
Personal qualities	• Honesty, integrity, ability to build trust (A, C, D) • Resilience (A, C, D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) • A sense of humour (A, C, D)	

How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview.
Applications should be emailed to Brooke.O'Callaghan@LDEUTC.co.uk or posted to:

Brooke O'Callaghan
     London Design & Engineering UTC
     Docklands Campus
     15 University Way
     London E16 2RD

Timings

The closing date for applications is 12:00pm on Wednesday 28th June 2017.
Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at Brooke.O'Callaghan@LDEUTC.co.uk Interviews will take place on Monday 7th July 2017.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

Commencement

The post will commence ASAP.