



Person Specification – Data Analyst (Ampleforth College)	Essential	Desirable
Fixed term for 6 months		
Criteria		
Qualifications and Training		
Degree or equivalent		✓
O- Levels/GCSE or equivalent at grades A-C in both Maths and English	✓	
Educated to A-Level standard or equivalent	✓	
Knowledge, skills and experience		
Analytical thinker who is familiar in dealing with abstract concepts, and can do so with precision	✓	
Excellent administration and prioritisation skills	✓	
Excellent communication skills (email, telephone and in person)	✓	
Ability to produce clear and precise written English	✓	
Trustworthy in managing confidential data	✓	
Personal attributes		
Have an empathy for the works of the Monastic community	✓	
Ability to comfortably liaise with people of all levels on a daily basis	✓	
Ability to establish good relationships	✓	
Ability to work as part of a team	✓	
Ability to work to deadlines	✓	
Systematic approach and the ability to follow appropriate procedures	✓	
Ability to accurately record customer requests and provide subsequent follow up	✓	
Satisfy all criteria and checks relating to suitability to work in a school environment	✓	



Salary package:

Benefits: Subsidised membership of fitness centre and sports centre. Free meals during working hours. Life Assurance.

Pension: Group Personal Pension – employer 4%/employee 4%.

Annual Leave: 22 days (rising to 27 days) per annum in addition to 7 public holidays and 3 Christmas Closedown (pro-rata).

Probationary period: 3 months

Notice period: 1 month

Contract Period: 6 months initially with the possibility of an extension

Hours: Full time (37 hours per week)

Salary and Conditions of Employment (subject to contract): £16,000 - £17,000 per annum (£8,000 - £8,500 for the 6 month contract)