Our school aims to provide a quality education in a caring community based on values of respect, responsibility and resilience and a relentless pursuit of excellence in all that we do.

Data Officer
Person Specification

		Essential	Desirable
Qualifications			
1.	Educated to GCSE (good grades in English and maths).	✓	
2.	IT qualification at Level 2		✓
3.	Relevant administrative qualification		✓
Experience			
4.	Experience of working in a data/admin role.	✓	
5.	Experience within an educational environment.		✓
6.	Knowledge of SISRA		✓
7.	A good working knowledge of databases and excel.	✓	
8.	Experience of data collection and analysis.	✓	
9.	Experience of handling and interpreting data and manipulating other statistical information.	✓	
10.	Experience of preparing detailed reports based on statistical analysis and findings.		✓
11.	Experience of school examination results analysis.		✓
Knowledge			
12.	Proficient in the use of a range of Arbor modules.		✓
13.	Displays commitment to the protection and safeguarding of children and young people.	✓	
14.	Proficient in the use of Microsoft packages word and excel.	✓	
15.	Proficient in the use of email, the internet and telephone systems.	✓	
16.	Ability to carry out validation checks on data.	✓	

17.	To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
Skills			
18.	Ability to build and maintain effective working relationships with colleagues, pupils and wider community.	✓	
19.	Ability to communicate effectively in writing and orally with a wide variety of people.	✓	
20.	Ability to train and coach other staff in the use of systems.	✓	
21.	Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	
22.	Ability to maintain efficient record keeping systems.	✓	
23.	Displays an attention to detail and high degree of accuracy.	✓	
24.	Ability to prioritise and organise own workload and work to tight deadlines.	✓	
25.	Excellent planning, time management, organisational, verbal and written presentation, numeracy and literacy skills.	✓	
26.	Willing and able to work flexible hours during busy periods.	✓	

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements.

ADDITIONAL REQUIREMENTS		**METHOD OF ASSESSMENT**
Experience		
1.	Experience of working in a similar role in a school.	Application form/Interview