

## PERSON SPECIFICATION

<b>Job Title:</b>	Data Support Officer	<b>Reporting to:</b>	Trust Data Manager
<b>Salary:</b>	Grade 3b – Point 16-22	<b>Location:</b>	Arena Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
<ul style="list-style-type: none"> <li>English &amp; Maths GCSE or equivalent at C or above, and evidence of education at A-level standard.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Educated to degree level.</li> </ul>		X
<b>Experience, Knowledge, Skills/Competencies</b>		
<ul style="list-style-type: none"> <li>Proficient in the use of Microsoft software. (word, PowerPoint, word, forms, Microsoft Teams).</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to use excel to a reasonable standard, to include basic formulae.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Previous experience in a data management role.</li> </ul>		X
<ul style="list-style-type: none"> <li>Use of a management information system, preferably within an education setting.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Knowledge and experience of the use of the SIMS system.</li> </ul>		X
<ul style="list-style-type: none"> <li>Ability and experience of analysing a variety of data.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability and experience of presenting data in a clear and concise manner using a variety of medium.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Understand the need for data to be presented in different ways for different audiences.</li> </ul>	X	

	Essential	Desirable
<b>Personal Attributes</b>		
• Full understanding of confidentiality and data protection.	X	
• Committed to safeguarding and promoting the welfare of our students.	X	
• Resilience, the ability to work under pressure and meet deadlines.	X	
• Ability to think strategically, creatively and prioritise.	X	
• Excellent interpersonal skills.	X	
• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.	X	
• Understand the need for and be able to provide attention to detail.	X	

**How to apply**



For further information about this exciting opportunity, or an informal discussion please contact Recruitment via [recruitment@CORE-education.co.uk](mailto:recruitment@CORE-education.co.uk).

For more information visit our website, [CORE-education.co.uk/work-with-us](https://www.core-education.co.uk/work-with-us)

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

**CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.**

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