

Pioneer Educational Trust Person specification: Data & Admin Officer		
Section	Essential Criteria	Desirable Criteria
<b>Education &amp; Qualifications</b>	Level 2 in Maths & English (or equivalent)	
	Evidence of continuing professional development (CPD)	
<b>Experience</b>	Experience of managing and maintaining accurate records and filing systems	Operational understanding of compliance in an education setting
	Experience of working in an office administration role	Experience of working in an educational setting
		Experience in working with cashless payment platforms
		Experience in working with timetabling software or similar
<b>Knowledge &amp; Skills</b>	Competent use of Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT/MIS systems, including interrogation, analysis and reporting of data	Working knowledge of SIMS (or similar database)
	Able to communicate concisely, orally and in writing to a wide range of individuals/organisations	Basic knowledge of relevant data protection law and other legislation in relation to data management
	Able to organise work independently and in collaboration with others	Experience of maintaining and producing accurate and complex data/reports
<b>Professional behaviours</b>	Be prepared to work flexibly to fulfil the duties and responsibilities of the post to support core functions in accordance with the needs of the school	
	Able to effectively manage a varied and agile workload	
	Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow Pioneer's safeguarding policies and to the Trust's ethos, aims and its whole community	
	Promote and embed equality, diversity, inclusion and belonging as an integral aspect of working	
	Demonstrate integrity and credibility	