



## Person Specification: Data Officer

### Qualification and Skills

- Right to work in the UK
- Qualified to GCSE Grade C or above in English and Maths or equivalent
- Advanced data management and analysis skills in Microsoft Excel and demonstrable ability other Microsoft Office applications

### Desirable Experience

- Experience of working in a similar or administration role in a school environment
- Experience of working with management information systems (CMIS/SIMS)
- Experience working with Microsoft PowerPoint

### Attitude/Approach

- Ability to work under pressure
- Understanding of the importance of confidentiality and discretion
- High professional standards of work quality and completion
- Adapts well to the team and fosters a team spirit
- Attention to accuracy and detail
- Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities

### Personal skills and qualities and knowledge

- Genuine passion and belief in the potential of every student
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others

- Able to follow instructions accurately but make good judgements and lead when required
- Communicates high expectations

**Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*