



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.