

Person Specification

Post: Data Administrator

Attributes	Essential	Desirable	How identified
Qualifications	Grade C/4 or above in GCSE English and mathematics	Further or higher education	- Application - Certification
Experience	- Values driven - Maintaining confidentiality at all times - Working to strict rules and deadlines	- Working in an inner-city area of high deprivation - Working in a similar role and/or in an educational setting - Use of data management systems e.g. Bromcom	- Application - Interview - References
Knowledge and skills	- Microsoft Office, especially Excel and Word - Efficient administrator - Maintain high level of accuracy - Work effectively with multiple stakeholders both internally and externally - Commitment to safeguarding	- Understanding of what makes a Dixons academy different and successful - Analytical thinker	- Application - Interview - References
Character	- Strong moral purpose and drive for improvement - Mission-aligned - Humble and kind - Diplomatic - Personal and professional integrity - Motivated, enthusiastic and flexible - Excellent interpersonal skills - Good sense of humour - Desire to develop yourself - Ability to receive and act on feedback - Strong attention to detail - Ability to work under pressure - Commitment to the full life of the academy	Willingness to offer extra-curricular provision	- Application - Interview - References