

Person Specification

Academy : Leeds West Academy

Job Title: Data Administrator

E = Essential
D = Desirable

Measured by:

- A. Application Form**
- B. Interview / Task**
- C. References**
- D. Certificates**

Education, Qualifications & Training

E	<ul style="list-style-type: none"> GCSE (or equivalent) Grade C or above in English & Maths 	A D
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Experience & Knowledge

D	<ul style="list-style-type: none"> Experience of Data administration 	A B C
D	<ul style="list-style-type: none"> Experience of maintaining MIS or other data based systems/platforms 	A B
E	<ul style="list-style-type: none"> Experience of record-keeping, including using SIMS. 	A B
E	<ul style="list-style-type: none"> Knowledge of general office practices and procedures. 	
E	<ul style="list-style-type: none"> Knowledge of general IT systems and Microsoft office applications including Outlook, Word and Excel. 	A B
E	<ul style="list-style-type: none"> Experience of keeping accurate records and preparing financial reports 	A B
D	<ul style="list-style-type: none"> Knowledge of exam administration and experience running exams 	A B
D	<ul style="list-style-type: none"> Experience of taking minutes or notes of meetings. 	A B
D	<ul style="list-style-type: none"> Knowledge of NOVA-T or other timetabling software 	A B
D	<ul style="list-style-type: none"> Experience of working in a school 	

Skills & Abilities

E	<ul style="list-style-type: none"> Strong administrative skills. 	A B
E	<ul style="list-style-type: none"> Competent user of ICT including the use of online management information systems and storage platforms such as OneDrive. 	A B
E	<ul style="list-style-type: none"> Attention to detail and commitment to accuracy. 	A B
E	<ul style="list-style-type: none"> Ability to prioritise workload, manage time effectively and deal with conflicting priorities. 	A B
E	<ul style="list-style-type: none"> Strong communication skills, both verbal and written. 	A B
E	<ul style="list-style-type: none"> Ability to work both independently and collaboratively with initiative and resourcefulness. 	A B
E	<ul style="list-style-type: none"> Ability to work effectively and inclusively with a range of people both within and outside of the organisation. 	A B
E	<ul style="list-style-type: none"> Ability to work to deadlines and within defined standards. 	A B
E	<ul style="list-style-type: none"> Ability to maintain confidentiality of records and information. 	A B
E	<ul style="list-style-type: none"> Ability to undertake complex data analysis 	A B

Personal Attributes

E	<ul style="list-style-type: none"> Personable and professional. 	A B C
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E	• Acts with integrity, impartiality and independence.	A B C
E	• Future-focussed, inquisitive and open-minded.	A B C
E	• Resilient and reliable.	A B C
E	• Committed to continuing professional development.	A B C D
E	• Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability.	A B
E	• Committed to raising standards of achievement through high-quality practice and a positive work ethic.	A B
E	• Committed to the vision and values of the White Rose Academies Trust.	A B

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.