**SPONNE SCHOOL PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Role Title | Data and Exams Administrator | | |
| Reporting to: | Data Strategy Manger | | |
|  | Essential | Desirable | Method of assessment |
| Qualifications | * GCSE level A\*- C in English and Maths |  | Production of Applicants Certificates |
| Experience | * Be at least at intermediate level and confident in the use of Microsoft Excel and Word | * Previous experience of working in a school environment | Contents of the application form  Interview  Professional references |
| Skills & Knowledge | * Be able to analyse data to draw out key points and trends | * Experience of SIMS, Go for Schools or equivalent Management Information system | Contents of the application form  Interview  Professional references |
| Personal competencies and qualities | * Ability to work effectively as part of a team and a desire to share knowledge and experience with other staff * Ability to work independently and have excellent attention to detail * Able to communicate in a variety of styles at all levels from junior staff and students to Governors and Trustees * Has an analytical and enquiring mind which manifests in strong problem solving skills. * Has effective time management skills * Able to work accurately under pressure and able meet deadlines * Understands the need for confidentiality & data protection rules |  | Contents of the application form  Interview  Professional references |

***Sponne School is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications***