



Person Specification: Academic and Pastoral Data Assistant

Experience
Experience of working as a part of a team
Experience of using administrative management systems e.g SIMS
Skills and Knowledge
Proficiency in using Excel, MS Word (E)
Proficiency in using Google Drive (D)
Excellent time management skills (E)
Ability to prioritise workload and multitask to meet deadlines (E)
Knowledge of the assessment framework in schools (D)
Knowledge and understanding of JCQ rules and regulations (D)
An ability to work well with others and demonstrate excellent interpersonal skills in order to build an effective team and liaise with a range of audiences (E)
An ability to deal with large volumes of administration whilst retaining a sharp eye for detail (E)
Ability to relate to students and a willingness to empathise with their needs (E)
Strong literacy and numeracy skills (E)
Evidence of commitment to ongoing professional development (D)
Qualifications
Educated to A Level or degree level or equivalent or substantial relevant experience that demonstrates a higher order of literacy, numeracy and analytical skills (E)

Relevant administrative qualification or evidence of formal training (D)
Personal attributes
Will enjoy working in a busy school environment, has a passion for education and for seeing young people learn, achieve and succeed in a positive, safe and enjoyable climate. (E)
Is of a reflective, focused and determined disposition (E)
Has a sense of humour and is a team player (E)
Is fair, honest and reliable (E)
Offers flexibility in working hours to accommodate the external examinations timetable (E)

Wellacre Academy is committed to safeguarding and promoting the wellbeing of young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to enhanced DBS clearance.

JS1 Jan 2022