

# Data Administrator Person Specification

	Essential	Desirable
<b>Skills and Competencies</b>		
Excellent attention to detail and passion for data accuracy and consistency	<input checked="" type="checkbox"/>	
Excellent ICT skills, including the use of spreadsheets	<input checked="" type="checkbox"/>	
Ability to manage and manipulate data to identify trends and create reports	<input checked="" type="checkbox"/>	
Ability to work independently and as part of a team	<input checked="" type="checkbox"/>	
Ability to reflect on projects to further improve them for the future	<input checked="" type="checkbox"/>	
Ability to problem solve and a keen interest in proposing system or process improvements	<input checked="" type="checkbox"/>	
<b>Qualifications</b>		
Good A Levels or equivalent	<input checked="" type="checkbox"/>	
Evidence of continuing professional development		<input checked="" type="checkbox"/>
<b>Experience</b>		
Experience of working in a busy office or administrative environment	<input checked="" type="checkbox"/>	
Experience of working within a school environment		<input checked="" type="checkbox"/>
<b>Personal Qualities</b>		
Excellent organisational skills and the ability to manage a varied workload	<input checked="" type="checkbox"/>	
Excellent time management and the ability to prioritise effectively	<input checked="" type="checkbox"/>	
An ability to establish good working relationships with a range of stakeholders	<input checked="" type="checkbox"/>	
Flexibility and adaptability	<input checked="" type="checkbox"/>	