**SIMS DATA ADMINISTRATOR**

**PERSON SPECIFICATION**

**THE HEATHLAND SCHOOL**

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| **ESSENTIAL DESIRABLE** |

**Skills, Attributes**

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| * Good GCSE passes in English and Maths or equivalent * Excellent organisation skills * Ability to plan for and meet deadlines, whilst paying attention to detail * Ability to work in a team * Commitment to confidentiality * Understanding of safeguarding in a school context * Ability to remain calm under pressure * Ability to prioritise * Excellent written and oral skills * Flexible approach to work * Strong work ethic with excellent timekeeping and attendance record | * Knowledge of a secondary school working environment * Knowledge of School Information Management Systems (SIMS) |

**Experience**

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| * Advanced knowledge of Microsoft Office (e.g. Excel, Word) |  |