**SIMS DATA ADMINISTRATOR**

**PERSON SPECIFICATION**

**THE HEATHLAND SCHOOL**

|  |
| --- |
| **ESSENTIAL DESIRABLE** |

**Skills, Attributes**

|  |  |
| --- | --- |
| * 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**

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