

## Kents Hill Park School Person Specification – Data Assistant

		Essential	Desirable	A/C/I/R
<b>Qualifications</b>	Admin related qualification to NVQ2 level or equivalent experience	*		A/C/I/R
<b>Skills/Experience</b>	General school administrative experience		*	A/I
	Understanding and working knowledge of DFE and LA returns		*	A/I
	Highly proficient in IT packages such as Outlook, Word, Excel and SIMS	*		A/I
<b>Knowledge</b>	Up to date knowledge regarding SIMS, data and assessment procedures		*	A/I
<b>Abilities</b>	Understand and interpret data to provide analysis		*	A/I
	To work with high levels of accuracy	*		A/I
	Understanding of team objectives and working co-operatively to achieve aims.	*		A/I
	Good communication, planning and organisational skills	*		A/I
	To work independently and as a team	*		A/I/R
<b>Personal Attributes</b>	Demonstrate resilience, motivation and commitment to the highest possible standards of accuracy	*		A/I
	Be keen to support all support functions across the school and cover absent colleagues as directed	*		
	Willingness to be involved in the full life of the school	*		A/I
	Ambitious – a commitment to regular and on-going professional development and training to establish excellence	*		A/I
	Commitment to equality of opportunity and the safeguarding and welfare of all pupils	*		A/I/R
<b>Other</b>	Satisfactory Enhanced DBS Disclosure	*		C

A - Application form

C - Certificates

I - Interview

R - References

