



### Watford Grammar School for Girls

Person Specification	
<b>Position:</b>	Data Assistant
<b>Department:</b>	Support

	Requirement	Desired/Essential	Assessment
Qualification	GCSE English and Mathematics or equivalent	Essential	Application
Experience	Prior experience of working in a school setting.  Experience of working in a team	Desirable  Essential	Application and Interview
Skills & Competencies	A close attention to detail  The ability to relate well to both adults and to students alike.  A strong working knowledge of Excel.  Knowledge and experience of working with a school Management Information System (MIS)	Essential  Essential  Essential  Desirable	Application and interview
Communication Skills	Accurate written English	Essential	Application
Personal Attributes	A calm manner under pressure  A willingness to problem solve	Essential	Interview  Interview
Other			

### Notes

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described



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- Explore issues relating to the safeguarding and promoting the welfare of children, including
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received