



Watford Grammar School for Girls

Person Specification	
Position:	Data Assistant
Department:	Support

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