



Person Specification Academic and Admissions Data Assistant

Job Title:	Academic and Admissions Data Assistant
Responsible to:	Assistant Headteacher – Line Manager
Contracted Hours/Week:	25 hours per week – hours to be agreed at interview
Contracted Weeks/Year:	39 (Term time only) plus 5 days to be worked during exam result weeks in the summer holidays.

Main Job purpose:	To produce the data which is used to track student process and improve outcomes. To assist with administering the process of admissions to the school.
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Experience of data entry, analysis and producing reports	Desirable	
	• Experience of the school admissions process	Desirable	
Skills, Knowledge and Understanding	• Good working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	Application Form References Interview
	• Working knowledge of SIMS	Desirable	
	• The ability to follow instructions	Essential	
	• The ability to work to fixed deadlines individually and as part of a team	Essential	
	• High level of discretion and ability to deal with confidential information securely	Essential	
	• A high level of accuracy and attention to detail	Essential	
	• The ability to work as part of a team	Essential	
	• High level of organisational skills	Essential	
• The ability to multitask and prioritise	Essential		

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	• Friendly and approachable	Essential	Application Form References
	• Integrity and the ability to handle confidential information securely and with discretion	Essential	

	<ul style="list-style-type: none"> • A willingness to learn new skills and undertake relevant training 	Essential	Interview
	<ul style="list-style-type: none"> • Confidence to work alone and use own initiative 	Essential	
	<ul style="list-style-type: none"> • A flexible approach 	Essential	
	<ul style="list-style-type: none"> • Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> • Excellent interpersonal skills when working with students, teachers and support staff 	Essential	
Safeguarding	<ul style="list-style-type: none"> • Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> • Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> • Appointment subject to enhanced DBS and validated references 	Essential	