

FERNDOWN MIDDLE SCHOOL

Person Specification – Data Officer

	Essential Attributes	Desirable Attributes
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good organisational skills, including the ability to organise a workload which will have conflicting internal demands and externally set deadlines • Excellent communication skills, both written and oral • Demonstrate good ICT skills, including Microsoft Excel, Outlook and Word • Ability to work calmly, methodically and with meticulous accuracy when under pressure and to tight deadlines • Understanding of the need for confidentiality and discretion • Ability to adhere to policies including child protection, health and safety, data protection and equal opportunities • Ability to work constructively as part of a team, understanding the roles and responsibilities of colleagues and your own position within these 	<ul style="list-style-type: none"> • Good working knowledge of national expectations regarding the constant changes within assessment • Ability to create, lead and develop systems to ensure best practice to report whole school data effectively • Ability to deliver clear instructions
Qualifications and training	<ul style="list-style-type: none"> • At least 5 GCSEs (or equivalent) at grade C or above, including Maths and English • Evidence of appropriate training 	<ul style="list-style-type: none"> • Further relevant qualifications
Experience	<ul style="list-style-type: none"> • Recent proven experience of operating MIS systems • Experience of undertaking a range of clerical and administrative duties • Extensive working knowledge of databases, spreadsheets and relevant software 	<ul style="list-style-type: none"> • Experience of SIMS Assessment • Experience of school timetable packages • Experience of managing pupil data • Experience of producing pupil interim and written reports
Personal attributes	<ul style="list-style-type: none"> • Integrity • Tact and diplomacy • Willingness to participate in training and development opportunities • Good time keeping and reliability • Positivity and enthusiasm • Appreciation of the needs of the school and flexibility to support this • Supportive of colleagues • Willingness to participate in the wider life of the school • Excellent role model for colleagues and pupils • Approachable and calm under pressure 	