



AMBITION & OPPORTUNITY FOR ALL
THE FITZWIMARC SCHOOL

PERSON SPECIFICATION – DATA OFFICER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Educated to NVQ Level 3 or equivalent • Highly competent in the use of ICT packages including Microsoft Excel, Word, Outlook, databases • Experience of working in an environment requiring high levels of accuracy • Working effectively as part of team 	<ul style="list-style-type: none"> • Higher level qualification in a relevant field (ICT, Maths, Statistics) • Using SIMS or other school based MIS systems • Experience of using formulae to manipulate and present data • Experience of working in a school setting
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of school assessment data and interpretation • Understand and comply with procedures and legislation relating to confidentiality and data protection • Understanding of Safeguarding and child protection procedures 	<ul style="list-style-type: none"> • Knowledge of school curriculum • Understanding of school assessment data and interpretation • Awareness of school performance indicators <p>Knowledge of school procedures and policies</p>
SKILLS	<ul style="list-style-type: none"> • Excellent numeracy skills • Strong organisational skills-ability to be proactive and prioritise work to meet deadlines • Good interpersonal skills • Ability to build effective relationships and work collaboratively with colleagues and external links • Effective oral/written communication skills – able to exchange complex information clearly and concisely • Effective time management • Ability to work on own initiative • Ability to work methodically and high levels of attention to detail. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexible – ability to adapt workload/priorities to meet the demands of the school • Self-motivated • Ability to remain calm under pressure 	
STATUTORY/LEGAL	<ul style="list-style-type: none"> • Legal, statutory, and regulatory requirements including an enhanced DBS 	