



St Anne's Catholic School

Person Specification for Data and Exams Assistant

Essential

Good basic educational background with the equivalent of at least GCSE grades A-C (or 5-9) in English and Maths.

Understanding of the use of databases and a proven aptitude for accuracy and detail. Excellent inputting and keyboard skills.

Proficient in the use of e-mail and the internet. Capable of using IT, particularly Microsoft software, to a high standard.

Proven organisational and administrative skills. Ability to work well under pressure and keep to strict deadlines.

Good communications skills, written and verbal. An ability to work as part of a team.

The drive and initiative to develop own use of new technologies to enhance the work of the Data Team.

Self-motivated, forward thinking and committed to self-development.

Confidentiality – awareness of sensitivity of dealing with pupil personal information.

Desirable

Evidence of having maintained professional development by seeking further qualifications.

Awareness of the school SIMS database or previous experience within an education environment.

An appropriate IT or related qualification.

A serene and unflappable disposition.

Proven record of running an efficient system elsewhere.

Experience of effectively working within a busy team environment.

The successful candidate will be an adaptable and flexible team member who is discrete, calm and efficient with a sense of humour.

All staff are expected to be committed to supporting the school's ethos and values.