

Person Specification Data Officer

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and expect all staff and volunteers to share this commitment.

Responsible to	Assistant Head Teacher responsible for SIMS
Grade	Grade 4 (£17,890 – £20,962 per annum)
Hours	37 hours, Term Time plus 3 Weeks (41 weeks)
Location	Based at President Kennedy School with a requirement to travel to undertake work at or for schools within the Trust

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSEs grade C or above in English, Maths and ICT or equivalent A relevant level 4 qualification e.g NVQ, BTEC, apprenticeship or equivalent 	<ul style="list-style-type: none"> Evidence of a higher level qualification, e.g. degree 	Application Form / Certificates
Skills and Abilities	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail Excellent communication skills: Able to communicate effectively both verbally and in writing with a range of audiences Able to maintain the highest levels of confidentiality and data security Can methodically and accurately record, interpret, analyse and present written and numerical data in formats including spreadsheets and written reports High level of ICT skills including a high level of proficiency in Microsoft Excel, Word Processing and Database management, with the ability to adapt to new ways of working in this area 	.	Application Form / Interview / Test

Skills and Abilities Continued	<ul style="list-style-type: none"> • Good interpersonal skills and the ability to handle difficult situations in a calm and professional manner • Good problem solving and analytical skills • Able to work in accordance with the School's safeguarding policies and procedures and recognise when to report any concerns • Able to support continuous improvement and contribute to the design / re-design of administrative systems • Able to self-evaluate learning needs and actively seek learning opportunities. • Ability to work independently using own initiative with minimum supervision and collaboratively to ensure the delivery of agreed workload. • Able to consistently produce high quality work and maintain accurate records. • Able to be proactive and responsive, and to adapt to new work demands, working practices and technology 		Application Form / Interview / Test
Experience	<ul style="list-style-type: none"> • A minimum of 18 months' experience of successfully implementing administrative / data systems to meet a school's needs • Managing, interpreting and analysing data to support decision making • Using ICT systems to input, manage and interpret data • Problem solving 	<ul style="list-style-type: none"> • Experience of working with SIMS • Experience of producing pupil, interim and written reports 	Application Form / Interview / Test

Experience Continued	<ul style="list-style-type: none"> • Working well independently and as part of a team • Learning to implement processes and procedures 		Application Form / Interview / Test
Knowledge and understanding	<ul style="list-style-type: none"> • Of the services that are provided by a school • Of data management, data Protection and confidentiality • The importance of data to achieving the school's educational objectives • Excellent working knowledge of Microsoft Office including Word and Excel • How to provide good customer care • Safeguarding and Child Protection issues in a school environment 		Application / Interview / Test
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers • Able to work flexibly, and to attend meetings and INSET days as required • Able to work calmly under pressure and withstand stress 		Application / Interview

Job description reviewed by: **Steve Toor, Deputy Headteacher**
Date: March 2022