



Person Specification for the post of Data Administrator

Data Administrator	Essential	Desirable
Qualifications and Professional Development		
A minimum of five subjects at GCSE, or equivalent, including Maths & English	✓	
Educated to A Level or equivalent including Maths and/or ICT		✓
A relevant professional or higher-level qualification equivalent to degree level		✓
Experience and Skills		
Experience of managing, analysing and reporting on data [within a school environment would be preferred but not essential]	✓	
Experience of managing and utilising SIMS		✓
Excellent statistical and analytical skills	✓	
Clear understanding of the principles of Data Protection	✓	
Excellent IT skills and the ability to use Microsoft Office applications, particularly Word and Excel	✓	
Adept at communicating data and analysis to colleagues from non-technical backgrounds		✓
Personal Qualities		
Personable, approachable and courteous at all times	✓	
Excellent organisational skills with the ability to plan and prioritise	✓	
The ability to work quickly, accurately and under pressure	✓	
Ability to focus on detail and accuracy when compiling reports	✓	
Good verbal and written communication skills	✓	
Enthusiasm	✓	
Ability to maintain confidentiality	✓	

Reviewed November 2022