

## *The Cavendish School – a Specialist Sports College*

# **Data Admin Person Specification**

	Essential	Desired	Evidence
1. Qualifications	<input type="checkbox"/> A good general GCSE education to include English and Maths	<input type="checkbox"/> Computer skills courses	Application form
2. Experience	<input type="checkbox"/> <b>Office experience</b>	<input type="checkbox"/> Previous school experience	Application form and references
3. Knowledge	<input type="checkbox"/> Excellent computer skills, including knowledge of Microsoft products. <input type="checkbox"/> An understanding of the educational world	<input type="checkbox"/> Knowledge of the school office and how data management relates to other office tasks <input type="checkbox"/> <b>Knowledge of SIMS (Advert says we are looking for someone with the capacity to develop skills such as SIMS)</b> <input type="checkbox"/> Knowledge of SIMS Assessment Manager	Interview, interview task

	Essential	Desired	Evidence
4. Skills	<ul style="list-style-type: none"><li><input type="checkbox"/> The ability to work under pressure <del>with limited supervision</del></li><li><input type="checkbox"/> Taking active responsibility for own workload</li><li><input type="checkbox"/> The ability to communicate to all levels in the school environment</li><li><input type="checkbox"/> Sound organisational skills</li><li><input type="checkbox"/> Accurate data entry</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Advanced skills in MS Word &amp; Excel</li></ul>	References, interview and task