



PERSON SPECIFICATION

Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

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| Job title | Data & Administration Assistant |
| Responsible to | School Business Manager |
| Salary Grade/Range | Grade 4 (Pro rata £16,220 - £17,557 / 35hpw / 44.5wks - Term Time Only) |

| Criteria | Essential | Desirable |
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| Education and Qualifications | <ul style="list-style-type: none"> Minimum Maths and English GCSE grade C. | <ul style="list-style-type: none"> NVQ Level 3 in Administration procedures or equivalent further/higher education qualification |
| Experience | <ul style="list-style-type: none"> Knowledge and understanding of relevant policies/codes of practice Experience with SIMS and Nova Experience of working in a pressurized environment to tight deadlines Experience working in an office environment dealing with complex office procedures, preferably within an education setting, including the use of IT based and data base systems. Experience of working in a school or local government environment - public sector | <ul style="list-style-type: none"> Experience with Agresso, SOLAR and Inventory systems Experience of working with SEN students. Experience of working within and HR environment. |
| Professional Development | <ul style="list-style-type: none"> Willing to take on any training that is required to meet the | <ul style="list-style-type: none"> An understanding of effective performance management. |

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| | demands and changes of the job role | |
| Skills and Abilities | <ul style="list-style-type: none"> • High level working knowledge of spreadsheets and databases. • Excellent written and oral communication skills including writing letters • Proven organisational skills for self & others • Understanding the need for confidentiality. • Patience and the ability to deal with a wide range of demands from a variety of people • Calm, polite, pleasant and efficient telephone manner. • Flexible attitude towards day to day tasks. • Ability to work under pressure & deadlines • Show initiative and shares good practice. • Effective use of complex IT packages. • Competent use of administrative equipment / resources • Ability to work with on own initiative with minimum of supervision. • An understanding of the requirements and demands of school administration | <ul style="list-style-type: none"> • Ability to work collaboratively in a multi-professional team. • First aid training. • Minibus driver. |
| Knowledge | <ul style="list-style-type: none"> • Proficient in MS excel and word. • Knowledge and understanding of safeguarding legislation and procedures. • Understanding and commitment to the Data Protection Act. • Understanding and commitment to Equal Opportunities. | |
| Other Requirements | <ul style="list-style-type: none"> • Flexible approach to the working day | |

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| | <ul style="list-style-type: none">• Able to work flexibly and attend meetings and INSET days as required. | |
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| Post holder signature: | |
| Print Name | |
| Date: | |