



## Person Specification: Data Officer

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>❖ GCSE English &amp; Maths (or equivalent qualification)</li> </ul>		Certificates at selection event
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of working with young people</li> <li>❖ Experience of working in a Finance department</li> <li>❖ Experience of using Arbor</li> </ul>	Application form Interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>❖ Excellent knowledge of SIMS with the ability to provide technical support to colleagues</li> <li>❖ Excellent organisational skills</li> <li>❖ Excellent interpersonal skills</li> <li>❖ Excellent ICT skills</li> <li>❖ Ability to work accurately with good attention to detail</li> <li>❖ Ability to work under pressure and meet deadlines</li> <li>❖ Ability to work on own initiative</li> <li>❖ Ability to work in a way that promotes the safety and wellbeing of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>❖ Knowledge of Finance IT systems</li> </ul>	Application form Interview References
<b>Sexey's Values and Ethos</b>	<ul style="list-style-type: none"> <li>❖ Possess a positive and sympathetic philosophy towards working in a Church of England boarding school.</li> <li>❖ Value the contribution that each child brings to the school community</li> <li>❖ Respect and value diversity and promote equality</li> <li>❖ Promote and model mutual respect</li> </ul>		Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>❖ Cheerful outlook</li> <li>❖ Positive, can-do attitude</li> <li>❖ Flexible approach in relation to work</li> <li>❖ Positive attitude to personal development and training</li> </ul>		Interview References