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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **IDENTIFIED** |
| Relevant Experience | Experience of using and designing spreadsheets and databases, producing graphs and charts.Excellent ICT skillsExperience of administration | Experience of working with young people in a school/community environmentExperience of working with data in an educational environmentExperience of working with 4 Matrix / Sisra or similar | Application form and interview |
| Education and Training | Qualification relevant to the postEvidence of recent professional trainingSelf-development orientation with vision for the future |  | Application formApplication form and interview. |
| Special Knowledge and Skills | Flexible range of skills to aid delivery of data management and data useAbility and willingness to support a wide range of learning strategies concerning data | Experience of producing high quality publicationsExperience of computer programming  | Application form and interview |
| Other Features | Willingness to support extra-curricular activities and enrichmentWillingness to commit to ongoing Professional DevelopmentGood organisational skills and ability to meet deadlinesGood communication and interpersonal skillsDiplomatic and flexible in approachVibrant, creative individual with drive, enthusiasm andcommitment to hard work | Familiarity with Health and Safety regulations, Data Protection regulations and those relevant to working with young people | Application form and interview. |