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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **IDENTIFIED** |
| Relevant Experience | Experience of using and designing spreadsheets and databases, producing graphs and charts.  Excellent ICT skills  Experience of administration | Experience of working with young people in a school/community environment  Experience of working with data in an educational environment  Experience of working with 4 Matrix / Sisra or similar | Application form and interview |
| Education and Training | Qualification relevant to the post  Evidence of recent professional training  Self-development orientation with vision for the future |  | Application form  Application form and interview. |
| Special Knowledge and Skills | Flexible range of skills to aid delivery of data management and data use  Ability and willingness to support a wide range of learning strategies concerning data | Experience of producing high quality publications  Experience of computer programming | Application form and interview |
| Other Features | Willingness to support extra-curricular activities and enrichment  Willingness to commit to ongoing Professional Development  Good organisational skills and ability to meet deadlines  Good communication and interpersonal skills  Diplomatic and flexible in approach  Vibrant, creative individual with drive, enthusiasm and  commitment to hard work | Familiarity with Health and Safety regulations, Data Protection regulations and those relevant to working with young people | Application form and interview. |