

PERSON SPECIFICATION
Data Analyst and Administrator

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will:

Essential Skills

- Have the ability to write SQL queries to retrieve data from multiple tables (Microsoft SQL Server).
- Have a strong working knowledge of Microsoft Office applications, most specifically Excel.
- Have good organisational skills, with the ability to prioritise own workload.
- A team player with good interpersonal and communication skills.
- Attention to detail and an ability to work accurately and systematically (especially when under pressure).

Professional qualities

- Be well organised and self-motivated.
- Be prepared to be flexible, with a “hands on attitude” to work.
- Be willing to co-operate with staff and assist both staff and students.
- Have a commitment to providing high quality and accurate data and information which meet the needs of colleagues and students.
- Enjoy problem-solving.
- Have a sense of humour and the ability to stay positive under pressure.

DESIRABLE

The successful candidate may:

- Have experience of working in a school or college in a similar role.
- Have experience writing Microsoft SQL Server Reporting Services (SSRS) reports.
- Have experience of analysing data.
- Have experience of making data returns to external agencies.