



**RAVENSWOOD SCHOOL  
PERSON SPECIFICATION**

<b>ASSESSMENT CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>GCSE Maths &amp; English grades 9 to 4 (A* to C) or equivalent qualifications</p> <p>Level 3 Business Administrator or similar qualification</p> <p>Data Protection/ GDPR Training</p>	<p>Diploma in SBM</p> <p>Practitioner Certificate in Data Protection or similar</p>
<b>SPECIALIST KNOWLEDGE</b>	<p>Knowledge of GDPR and Data protection in the workplace/ schools.</p> <p>Knowledge of databases/ student information systems e.g. SIMS</p>	<p>Knowledge of basic financial and accounting procedures.</p> <p>Knowledge of ParentPay and Wonde</p>
<b>JOB RELATED SKILLS</b>	<p>Strong Customer Service skills</p> <p>Administration skills</p> <p>Proficiency in Microsoft Office</p> <p>Proficiency in data entry and utilising databases</p> <p>Pro-active problem solving</p>	<p>Experience line managing others in a team</p> <p>Legal knowledge including government regulations (GDPR)</p> <p>Business Management Skills</p>
<b>PERSONAL SKILLS</b>	<p>Flexible, adaptable to work priorities and able to multi task.</p> <p>Integrity, attention to detail and Reliability.</p> <p>Ability to work unsupervised and ability to meet deadlines under pressure.</p> <p>Excellent interpersonal/ communication skills- verbal and written</p> <p>Discrete and able to maintain confidentiality</p> <p>Motivated, Team player</p>	