

	Person Specification	
Job Title	Quality and Data Administrator	
Qualifications		A/I
Essential		
<ul style="list-style-type: none"> Level 2 in maths, English and ICT 		A
Key Skills		
Essential		
<ul style="list-style-type: none"> Excellent and innovative data presentation Excellent professional behaviour, conduct and presentation Excellent communication skills, both oral and written Able to act as an ambassador for the College at all times Excellent customer service Good team working qualities and abilities Able to work to high quality standards Ability to handle queries effectively and efficiently across a number of mediums (e.g. telephone, e-mail, face to face) Excellent organisational and planning skills including time management 		A/I
Experience		
Essential		
<ul style="list-style-type: none"> Experience in working with Microsoft Office packages; particularly Office 365, Excel and databases Data Distribution, collection and collation experience Able to follow instructions Able to resolve problems in a calm and effective manner 		A/I
Knowledge		
Essential		
<ul style="list-style-type: none"> Excellent administration skills and abilities 		A/I
Desirable		
<ul style="list-style-type: none"> An appreciation of the communication needs of people with disabilities/learning difficulties Able to use databases, timetables and booking systems, an understanding of Databridge Knowledge of education provision 		A/I
Other personal requirements		
Essential		
<ul style="list-style-type: none"> Quality focused High levels of integrity and confidentiality Approachable and helpful to all service users including staff, learners, citizens and key stakeholders Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the college 		A/I

A Application Form **C** Assessment Centre **I** Interview