Essential Requirements

- Experience using a school Management Information System (MIS), such as Arbor, or similar.
- Strong accuracy and attention to detail in data entry and data management.
- Experience working with pupil data, attendance management or administrative systems in a school setting.
- Understanding of admissions processes and experience checking or managing admissions documentation.
- Ability to input, maintain and analyse data efficiently in a busy environment.
- Excellent communication skills when liaising with staff, parents and external agencies.
- Strong organisational skills with the ability to balance multiple priorities.
- High level of professionalism, confidentiality and understanding of data protection requirements.

Desirable Requirements

- Experience and knowledge of using Arbor as the main MIS.
- Knowledge of DfE guidance related to attendance, admissions, and statutory reporting.
- Familiarity with school admissions processes, including in-year and Reception intakes.
- Ability to create user guidance or deliver training to colleagues on data systems or processes.
- Competence in producing reports and data analysis for senior leaders.

Personal Qualities

- Reliable, methodical and committed to maintaining high standards.
- Calm, flexible and able to work effectively under pressure.
- Positive, professional manner with a collaborative approach to teamwork.
- Commitment to supporting the broader aims and values of the school.