



## **Database Assistant Person Specification**

All criteria are essential unless otherwise stated.

### **Education, Qualifications & Training**

- GCSE Grade 'C' or above in English & Maths (or equivalent)

### **Technical Knowledge & Experience**

- Working knowledge of Microsoft Office (Word, Excel, Outlook)
- Organizational skills with excellent attention to detail
- Have a professional approach to managing confidential data
- Good accurate numeracy skills, e.g. arithmetic, percentages, use of graphs
- An understanding of the Data Protection Act (desirable)
- Experience of using Raiser's Edge (desirable)

### **Professional Knowledge & Experience**

- Experience of using a databases and data inputting
- Using IT packages and the ability to undertake training on other IT packages as required
- Working in an administration role
- Experience of working in a team

### **Hft- Aims & Objectives**

- Must be able to work within the aims, objectives, policies and practice of Hft