

fortismere

Examinations and Data Support

Person Specification

The following is a summary of the main attributes sought in the candidate for the advertised post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level, across the range as a whole. These do not appear in any order of priority.

Experience

- Experience of working in a similar environment - desirable
- Experience of working in a busy and pressurised environment
- Substantial experience of operating/maintaining a Management Information System
- Experience of examination, assessment and data management
- Successful experience of dealing with a range of complex and routine office tasks

Knowledge

Ability to demonstrate:

- Excellent working knowledge of Microsoft office packages to support the data management of the school system and the analysis of whole school performance
- Knowledge and understanding of the potential of ICT as a tool to improve efficiency and communication
- Good knowledge of effective office systems and office management systems
- An understanding of and a commitment to the Council's and the school's equal opportunities policies and practices
- An awareness of and a commitment to health and safety issues related to this area of work
- A knowledge and understanding of the curriculum issues in an 11-18 comprehensive school

Skills and Competencies

Able to demonstrate:

- Excellent administrative, technical and organisational skills, with good attention to detail
- Excellent numeracy, literacy, interpersonal and communicative skills
- Ability to work successfully under pressure and to tight deadlines, prioritizing effectively
- Ability to use IT and specialist equipment
- Ability to interrogate, analyse and present complex data
- Experience and ability to develop and implement ICT/MIS systems

Personal Skills/Qualities

- Self-motivated and able to function well under pressure in a demanding environment and to meet effectively the ever-changing needs of the school
- Ability to work on own initiative
- Ability to work constructively as part of a team as well as independently
- Ability to supervise/lead staff
- Organised, flexible and adaptable
- Good time manager

- Enthusiastic and energetic and able to cope in a crisis
- Ability to self-evaluate and actively seek opportunity to improvement
- Ability to relate well to adults and children
- Flexibility and commitment to the requirements of the post
- Tactful and diplomatic - able to deal with staff, pupils, parents/carers and visitors sensitively
- Evidence of honesty and integrity
- Sense of humour

November 2017