

Person Specification

Job Title: **Examinations and Data Officer**

Salary: 36 Hours, 40 or 52 Weeks (flexible for the right candidate)

Contract Type: Full Time, Permanent

Reporting To: Assistant Headteacher (Student Progress)

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
<i>Desired</i>			
1.	NVQ in Business Administration or equivalent qualifications (or working towards)	✓	
2.	GCSEs in English and Maths	✓	

EXPERIENCE

<i>Essential</i>			
3.	Managing the administration of examinations	✓	
4.	Managing time and workload to meet deadlines	✓	
5.	Organising, leading and motivating other staff	✓	
6.	Developing, managing and operating clerical/administrative and organisational systems	✓	
7.	Ability to liaise effectively with a wide range of people of all ages and backgrounds	✓	
8.	Evidence of excellent attention to detail and accuracy	✓	
9.	Proven administrative skills	✓	
10.	Organised and able to work with the minimum of supervision and show initiative		✓
11.	Ability to work with sensitive information, maintaining high levels of confidentiality	✓	
12.	Evidence of ability to work flexibly and support colleagues		✓
13.	Ability to contribute constructively and be a positive team member	✓	
14.	Working with awarding bodies and regulatory organisations e.g. JCQ		✓
15.	Complying with statutory regulations set by external bodies		✓
<i>Desirable</i>			
16.	Experience of working in a school setting	✓	
17.	Working with senior stakeholders	✓	
18.	Understanding of and commitment to equal opportunities and safeguarding children		✓

SKILLS & KNOWLEDGE

<i>Essential</i>			
15.	Understanding of data protection and confidentiality	✓	

16.	Excellent attention to detail	✓	
17.	High standard of communication and interpersonal skills	✓	
18.	Excellent time management and planning	✓	
19.	Ability to work under pressure and flexibly	✓	
20.	Ability to use IT packages including word processing, spreadsheets and school MIS systems	✓	
21.	Ability to work with data sets and analyse data	✓	
22.	Knowledge of policies and procedures set by the school and external agencies	✓	

PERSONAL

<i>Essential</i>			
23.	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
24.	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
25.	Ability to work under pressure, keep calm and prioritise effectively	✓	
26.	Commitment to maintaining confidentiality at all times	✓	
27.	Commitment to safeguarding and equality	✓	
28.	Evidence of energy, enthusiasm and resilience.		✓
29.	A strong sense of loyalty to the school.	✓	
30.	A warm personality and approachability.	✓	✓
31.	Evidence of effective team work and a caring approach in all interactions.	✓	✓
32.	An ability to maintain professional integrity even when under pressure.		✓
33.	A good work ethic and a professional approach.		
<i>Desirable</i>			
34.	Good sense of humour and perspective.		✓
35.	An interest in developing professionally.	✓	✓

July 2023

Signed: Date: