**PERSON SPECIFICATION**

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| **JOB TITLE** | **Exams and Data Assessment Assistant** |
| **GRADE** | Grade E £16,491 - £17,772 per annum for all year round.  Pro rata salary is £8,360 - £9,009 |
| **HOURS** | 22 hours per week, over five days. There will be some flexibility on the start and finish times around the school day. TTO plus one week (to support with exam results) |

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| **ATTRIBUTES** | **JOB REQUIREMENTS** | **MEASUREMENT** |
| **EDUCATION AND QUALIFICATIONS** | * GCSE Maths and English or equivalent, to be able to write routine letters, input data and maintain database records * Experience of using Microsoft Office including Excel and Word | A    A |
| **EXPERIENCE** | * Experience of handling and manipulating large amounts of data * Experience of undertaking administrative tasks within an office environment * Experience of maintaining and operating specialist ICT packages including databases is desirable * Background of practical ICT application and or data management is desirable * Experience of working in an educational is desirable | A, I, R  A, I, R  A, I, R |
| **KNOWLEDGE**  **AND**  **UNDERSTANDING** | * Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information * Awareness of the Data Protection Act * Awareness of the need to maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school * A knowledge of SIMS (Schools Information Management System) is desirable | A, I, R    A  A, I, R |
| **SKILLS** | * Ability to analyse and interpret data * Strong attention to detail, a constant high level of accuracy and meticulous approach * Ability to present information to a variety of audiences * Ability to find solutions to problems and to work flexibly and professionally * Ability to work as a member of a team and work on their own initiative * Excellent interpersonal skills to be able to communicate with all stakeholders and all members of the community. * Is flexible, committed, resilient, positive and enthusiastic in their approach including when working under pressure * Ability to prioritise own workload to meet agreed deadlines | A, I  A, I, R    A, I  A,I  A,I  A,I  A |

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| **OTHER** | * Willingness to undertake training as required * Excellent attendance and punctuality in line with Trust Promoting Health at Work Policy * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced DBS certificate will be required prior to appointment | A, I    A, I    A, I, R |
| **SAFEGUARDING** | In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:     * Motivation to work with children and young people; * Ability to form and maintain appropriate relationships and personal boundaries with children and young people; * Emotional resilience in working with challenging behaviours; and * Attitudes to use of authority and maintaining discipline. | I |

A = Application Form, I = Interviews, R = References