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| **Assessment and Data Assistant – Person Specification** |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Education and Qualifications** |  |  |
| Literacy and Numeracy Qualification e.g Level 2 qualification or equivalent | \* |  |
| CLAIT Plus, ECDL or Level 2 Word Processing |  | \* |
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| **Knowledge & Experience** |  |  |
| Clerical or administrative experience | \* |  |
| Experience of using Microsoft Office Software (in particular Microsoft Excel) | \* |  |
| Knowledge of admin and office systems | \* |  |
| Knowledge of school procedures | \* |  |
| Knowledge of school data packages (e.g. SISRA) |  | \* |
|  |  |  |
| **Skills/ability** |  |  |
| Computer literate (in particular, the ability to work with spreadsheets) | \* |  |
| Good written and verbal communication skills | \* |  |
| Good numeracy and literacy skills | \* |  |
| Problem solving skills | \* |  |
| Analytical skills | \* |  |
| Ability to work to deadlines and prioritise own workload | \* |  |
|  |  |  |
| **Personal qualities** |  |  |
| Professional, friendly and flexible approach to work | \* |  |
| Ability to retain confidentiality at all times | \* |  |
| Attention to detail, neatness and accuracy | \* |  |
| Organisational skills | \* |  |
| Ability to work successfully in a team | \* |  |

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