

**THE FOREST SCHOOL**  
**Assessment & Exams Officer Person Specification**

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CATEGORY	ESSENTIAL	DESIRABLE	ASSESSED THROUGH:
<b>Qualifications</b>	A*-C in GCSE English and Maths	Minimum 5 GCSE's at Grade C (or equivalent) General Level 3 standard or beyond	Application Form  Application Form
<b>Experience</b>	Nova 6 Timetabling Experience Experience working with SIMS Strong Database knowledge Experience of producing documents to a high standard Experience of working with a variety of data packages Experience of timetabling applications	Previous experience of working in an educational environment Experience of team-working	Application Form  Interview
<b>Skills and abilities</b>	The ability to liaise with service providers and other suppliers or contractors in relation to job role Ability to work in an organised and methodical manner and with attention to detail Knowledge of a range of computer applications including Excel and Microsoft office Ability to create templates and process data in various formats and using different software packages Ability to analyse data Ability to work under pressure to meet deadlines	Previous experience of working in an educational environment The ability to solve problems and make decisions Ability lead a team when required	Application Form  Interview
<b>Personal qualities</b>	A commitment to the safeguarding and welfare of young people The ability to solve problems and make decisions, remaining calm under pressure or during unexpected circumstances The ability to work flexibly and supportively with staff and pupils The ability to plan time effectively and to organise oneself well Enjoy working with young people A commitment to the school's equal opportunities, health and safety and all other relevant policies	Able to relate to pupils and their learning and disciplinary needs The ability to communicate, orally and in writing, clearly and effectively and to understand the view of others	Application form References Interview