



nurture – inspire – excel

St Mary's and St John's CE School

Lower School | Neale House | Prothero Gardens | Hendon | NW4 3SL
Middle School | Bennett House | Sunningfields Road | Hendon | NW4 4QR
Upper School | Stamford Raffles | Downage | Hendon | NW4 1AB

Tel: 020 8202 0026 Email: office@smsj.london

Acting Principal: Ms Marika Farrugia

Examinations and Data Officer

Person Specification **E – Essential** **D – Desirable**

Qualifications

E – Education to A Level standard or equivalent

D – Degree level

Experience

E – Experience of working in a school environment

E – Experience of working with the public examination system

Knowledge

E – Good working knowledge of databases and other relevant software, including SIMS and Excel

D – Moderate Excel skills (e.g. SUMIF, VLOOKUP, Pivot Tables)

E – Awareness of policies and procedures relating to child protection

Skills

E – High level of ICT skills

E – Ability to prioritise and organise effectively

E – Ability to work accurately and without close supervision

E – Ability to understand data effectively

“Everything is possible” (Matthew 19:26)

E – Ability to work on your own and as part of a team

E – Excellent written and oral communication

Personal Qualities

E – Adaptability, reliability and commitment

E – Integrity and discretion

E – Willingness to become involved in the school as a community

“Everything is possible” (Matthew 19:26)