

Person Specification for the Role of Exams Coordinator & Data Support

Application (A), Interview (I) Task (T), Reference (R)

Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A I	
Very good interpersonal and customer care skills	A I	
Evidence of involvement in recent research relating to improving practice	A I	
Professional development relevant to the post	A	
First Aid Qualification		A
Professional knowledge, skills and understanding	Essential	Desirable
Effective use of ICT to support learning	A I	
Basic understanding and knowledge of relevant policies, codes of practice and legislation	A	
Understanding of managing budgets	A I	
Knowledge of organisation of coursework (collation and dispatch)		A I
Ability to communicate effectively to students, staff, parents, governors and the wider community	I	
Ability to prioritise workload and meet deadlines for all exam entries	A I T	
Learn new things quickly	A I	
Ability to organise and communicate with a team of invigilators		A I T
Display a conscientious and logic approach to the variety of tasks necessary for the smooth and efficient running of the school	I R	

Ability to update senior leaders on matters relating to exams & data.	A I	
Ability to produce & update exam timetables	A I	
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 11 to 18		A
Experience of working in a busy office environment	A I	
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Experience of MIS, data and exams software	A I T	R
Experience of Microsoft software packages (Word, Excel, Publisher)	A I T	
Basic understanding of child development and learning		A I
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	I	
Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I	
The capacity to inspire and motivate others – both adults and students		I
Ability to use ICT for administrative purposes	A T	
Personal Qualities and Essential Attributes	Essential	Desirable
A desire to work with young people and to support their education and achievements	A I	
A professional approach in both manner and physical appearance	I	
Able to demonstrate discretion, confidentiality and commitment	I R	
Able to liaise sensitively with parents/carers recognising their role in the student's learning	I R	
Enthusiasm, determination and insistence on high standards	I	

Flexible and good humoured approach	I	
A proven track record of excellent attendance and punctuality	R	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	A I R	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High quality communication skills with the ability to develop positive relationships with students and adults of all levels	I R	
Ability to work as part of a team, understanding classroom roles and own position with the school hierarchy	I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
An innovator with the desire to continue to learn	A I	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check