

## Data & Examinations Officer – Person Specification

Method of Assessment	AF = Application form and supporting evidence	I = Interview	T = Assignment/Task
Aspects	Essential These are qualities without which the Applicant could not be appointed	Desirable These are qualities additional to those described as essential, which may enhance your application. This list is not exhaustive; you may add anything you feel is relevant	Method of Assessment
Qualifications and Professional Development	<ul style="list-style-type: none"> <li>A good standard of written English, Maths minimum C Grade at GCSE or equivalent</li> <li>A qualification such as ECDL (or equivalent) or substantial knowledge of a variety of ICT applications including Excel</li> <li>Willingness to develop professionally and undertake further training, as required</li> </ul>		AF AF, T I
Knowledge/Experience	<ul style="list-style-type: none"> <li>Knowledge and understanding of current data requirements of schools</li> <li>Ability to interpret or analyse data and information or situations in order to make a decision or recommendation</li> <li>Experience of data input and manipulation</li> <li>Knowledge of SIMS or other Management Information Systems</li> <li>Experience of development, management and operation of computerised administration systems</li> <li>Experience of organising and administering the public examinations process in a school</li> <li>Experience of managing and maintaining data in a secure environment.</li> </ul>		AF, I AF, I  T AF, I AF, I  AF, I AF, I
Skills and abilities	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> <li>Excellent IT skills, including full knowledge of MS Office programs</li> <li>Good team player</li> <li>Ability to produce written reports suitable for a variety of audiences</li> <li>Attention to detail</li> <li>Excellent organisational and time management skills</li> </ul>		AF, I AF, I AF, I AF, I AF AF, I

Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Commitment to equal opportunity</li> <li>• Willingness to be fully involved in the life of the school</li> <li>• A flexible approach</li> <li>• To be available outside working hours occasionally and during the examination results week</li> <li>• High personal standards of appearance</li> <li>• Tact and discretion</li> <li>• Reliability</li> <li>• A good sense of humour</li> <li>• A calm disposition</li> <li>• Can use own initiative</li> <li>• Ability to work autonomously</li> <li>• Maintaining confidentiality in both written and verbal communication</li> </ul>		                        AF,I
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