



PERSON SPECIFICATION: Data & Exams Assistant

	Essential Attribute	Identified by
Qualifications	Good general education.	A
Experience	Experience of working in a busy office environment. Experience of general administration duties. Ability to meet deadlines. Ability to prioritise workload.	A, R, I
Knowledge and Skills	Confidence with Information Technology and Microsoft Office is essential. Excellent organisational communication and interpersonal skills.	A, R, I
Other Requirements	A commitment to Equality of Opportunity. A commitment to IT as a major contributor to efficiency and effectiveness. A flexible approach to working hours. Good sense of humour.	A & I

	Desirable Attribute	Identified by
Experience	Familiarity with the secondary school environment and data management systems (e.g. SIMs) will be an advantage.	A & I
Knowledge and Skills	Knowledge of Assessment Manager/reporting will be an advantage.	A & I

R = References

A = Application Form

I = Interview