

Person specification		
Job title: Data and Assistant Examinations Officer	Grade: F	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: Application (A), interview (I),
Qualifications		
English and maths GCSE or equivalent at grade C or above	E	A
Degree or equivalent	D	A
Experience		
Using a Management Information System (MIS)	E	A
Working with databases, accurately recording data and reporting trends	E	A
School census procedures and accurate recording of school data	D	A
Working in a school environment	D	I
Knowledge of school MIS systems	D	A
Data collection, evaluation and monitoring	E	A/I
Preparing and presenting reports to meet audience needs	E	A/I
Implementing and developing new procedures	E	I
Working in an administration environment	E	A/I
Examination process within an educational setting	E	A/I
Completing tasks to deadlines	E	A
Dealing with confidential matters	E	A/I
Complying with the requirements of regulatory bodies	E	A/I
Knowledge, skills and abilities		
Proficiency in a range of IT software packages including MS Excel - able to apply formulae and commands to look up, sort and create data sets across spreadsheets	E	A
Use of external data packages such as 4Matrix, 4C, SISRA	D	A
Working with different exam boards/Regulatory Bodies	D	I
Good interpersonal skills able to develop working relationships with a range of staff	E	A
Ability to prioritise tasks and time management skills	E	A
Problem solving skills	E	A
Manage and maintain the integrity and confidentiality of the exams system	E	A
Communicate clearly and concisely both orally and in writing	E	A/I
Work with a high degree of accuracy	E	A
Work well under pressure and without close supervision	E	I
Follow relevant policies, procedures and regulations to complete work	E	I
Adapt quickly to changes to regulations and processes	E	A/I
Deal with enquiries in a professional and sensitive manner	E	I
Work in a confidential manner and observe and adhere to GDPR	E	A
Aware of the Joint Council for Qualifications (JCQ) regulations	D	A/I
Aware of qualifications contributing to performance tables	D	A
Commit to safeguarding and promoting the welfare of young people	E	I
Undertake relevant training and development opportunities	E	I
Other qualities		
Commitment to sustaining regular attendance at work	E	I
Work with honesty, integrity and calmness	E	I
Commitment to equality and diversity	E	I