

**PERSON SPECIFICATION**

CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY

Data and Examinations Assistant

September 2017

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| **CATEGORY/ITEM** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Experience*** 0ffice work including data entry
* Previously worked in a school
* Working with 11-18 years olds
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| **Education and Training*** 5 A\* - C Grades at GCSE including English and Maths or equivalent
* Evidence of commitment to own continuous professional development in the last 2 years
* MS Office packages including Word and Excel
* SIMS.net database
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| **Knowledge*** Examinations process
* The use of data and its application
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| **Skills/Aptitudes** * Good organisational skills
* Team Work
* Flexibility/adaptability
* Good communication skills
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| **Specific requirements*** Confidentiality awareness
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| **Suitability to work with children*** Enhanced DBS with children’s barred list check
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A Application Form R References

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