

PERSON SPECIFICATION: Examinations Officer and Data Manager

	Essential	Desirable	How Measured
<i>Educational qualifications</i>	<ul style="list-style-type: none"> Grade C or higher in GCSE (or equivalent) maths and English 	<ul style="list-style-type: none"> Relevant further or higher educational qualifications First Aid certificate 	<ul style="list-style-type: none"> Certificates Application form Interview process
<i>Experience/ Knowledge</i>	<ul style="list-style-type: none"> Experience and understanding the importance of GDPR Experience of dealing with confrontation Experience of using spreadsheets Experience of writing reports that include data 		<ul style="list-style-type: none"> Interview Letter of application References
<i>Skills/Abilities</i>	<ul style="list-style-type: none"> Ability to maintain strict confidentiality of information received in College Excellent interpersonal and communication skills (oral and written) Ability to work effectively with and command the confidence and respect of colleagues / parents / outside agencies Proficient in the use of ICT (MS Office suite, SIMS, Go4Schools). Ability to manage time efficiently, work calmly and make decisions under pressure Excellent organisational skills with the ability to prioritise tasks Ability to work alone, largely unsupervised, and as part of a team Possess the following personal attributes and be: honest, loyal, caring, adaptable and assertive (when appropriate) 	<ul style="list-style-type: none"> A willingness to work flexible hours as and when there is a need 	<ul style="list-style-type: none"> Letter of application Interview process
<i>Other requirements</i>	<ul style="list-style-type: none"> Responsibility for safeguarding and promoting the welfare of pupils To undertake training to enhance knowledge of correct protocols and procedures 		<ul style="list-style-type: none"> Application and interview