

Person Specification

Data & Exams Assistant

This specification is used to guide selection and gives an outline of the type of person and the characteristics needed to fulfil this role.

Essential – without which the candidate would be rejected

Desirable – useful for choosing between two good candidates

Essential	Desirable
Qualifications & Professional or Vocational Training <ul style="list-style-type: none">• Hold relevant qualifications at a level equivalent to at least NQF Level 4.• GCSE English and Maths (A-C) or equivalent	<ul style="list-style-type: none">• Educated to degree level• Evidence of further training in a range of advanced ICT applications
Relevant experience & knowledge <ul style="list-style-type: none">• Previous experience in a examinations or data role• Experience of working in an administration setting &/or school environment• Able to demonstrate a good understanding of Examinations Process and adhering to exam compliance, procedures and codes• 	<ul style="list-style-type: none">• Working knowledge of SIMs and Exams Organiser• Good Microsoft office knowledge• Experience of budget management
Skills & Abilities <ul style="list-style-type: none">• Ability to relate well to scholars and adults• Ability to collate, analyse and present complex and written reports, in a clear and professional style• Excellent communication and interpersonal skills• Excellent attention to detail and accuracy• Excellent ICT skills and data entry• Ability to develop innovative practice to support the academy examination needs• Able to work independently whilst under pressure and to strict timelines• Able to influence and persuade• Ability to take responsibility for problems and seek solutions• Ability to maintain confidentiality	<ul style="list-style-type: none">• Uses initiative to improve processes• Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation

Attitude & Motivation

- Ability to work under pressure and to meet conflicting demands and pressure within strict deadlines
- Willing to comply and actively implement the academy's equal opportunities policy
- Willing to participate in training and development activities including assisting to train colleagues
- Willing to adapt to change and show a flexible approach
- Ability and willingness to work constructively as part of a team
- Ability to use own initiative and work flexibly.

Personality

- Approachable
- Friendly
- Confident
- Professional
- Positive demeanour