



PERSON SPECIFICATION

Job Title: Examinations Officer and Data Manager

Grade: GR5

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

| CRITERIA | ESSENTIAL | M O A |
|---|---|---------------|
| <p>EXPERIENCE (Relevant work and other experience)</p> | <p>Experience of working in an education environment</p> <p>Knowledge of exam regulations</p> <p>Organisation of own work.</p> <p>Experience of Microsoft Suite, including Word, Excel, Outlook.</p> <p>Experience of using school management systems, including SIMs.</p> <p>Experience of working with confidential data.</p> <p>Experience of using data input systems.</p> <p>A willingness to work in a flexible manner.</p> <p>Ability to work as part of a team and to work unsupervised using initiative.</p> | <p>AF / I</p> |
| <p>SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)</p> | <p>Able to communicate with all members of staff, external agencies and students.</p> <p>An understanding of examination processes.</p> <p>Effective oral/written communication skills.</p> <p>Ability to collate, interpret and analyse data accurately.</p> <p>Accuracy and attention to detail.</p> <p>Ability to work under pressure and manage conflicting deadlines and priorities.</p> <p>Ability to develop and maintain effective working</p> | <p>AF / I</p> |



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| | <p>relationships with colleagues and examining bodies.</p> <p>Ability to work on own initiative with minimum supervision.</p> <p>The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others</p> <p>The ability to support colleagues</p> <p>The ability to be flexible and positive, dedicated and trustworthy</p> <p>To be loyal and committed to the academy</p> <p>Be professional at all times and be a positive role model to students within the academy</p> <p>Able to accept and act on instructions from line manager.</p> | |
| TRAINING | Willing to undertake any training necessary to carry out role effectively and safely. | I |
| EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications | <p>Good standard of education to A Level.</p> <p>A* - C in GCSE English and Maths or equivalent</p> | AF |
| OTHER | Flexible approach/ attitude. | I |
| CONTRA INDICATION | | |