|  |
| --- |
| **Person specification** |
| **Job title: Data Analyst and Assistant Examinations Officer** | **Grade: F** |
| **Requirements****(based on the job description)** | Essential (E)ordesirable (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) Working with databases and accurately managing data input School census procedures and accurate recording of school census data Working in a school environmentKnowledge of school MIS systemsData collection, extraction, manipulation, evaluation and monitoring Accurately recording data and reporting analysesDrawing up and presenting reports to meet audience needsImplementing and developing new procedures Working in an administration environmentExamination process within an educational settingCompleting tasks to deadlinesDealing with confidential mattersComplying with the requirements of regulatory bodies | EEDDDEEEEEEEEE | AAAIAA/IA/IIA/IA/IAA/IA/IA/I |
| **Knowledge, skills and abilities** |  |  |
| Strong proficiency in a range of IT software packages including MS Excel - able to use pivot tables, specific formulae and commands, to look up, sort and create data sets across spreadsheetsUse of external data packages such as 4Matrix, 4C, SISRA. Working with different exam boards/Regulatory Bodies Good interpersonal skills able to develop working relationships with a range of staff Ability to prioritise tasks and time management skills Problem solving skills Manage and maintain the integrity and confidentiality of the exams systemCommunicate clearly and concisely both orally and in writing Work with a high degree of accuracyWork well under pressure and without close supervision Follow relevant policies, procedures and regulations to complete workAdapt quickly to changes to regulations and processes Deal with enquiries in a professional and sensitive mannerWork in a confidential manner and observe and adhere to GDPRAware of the Joint Council for Qualifications (JCQ) regulationsAware of qualifications contributing to performance tables Commit to safeguarding and promoting the welfare of young people Undertake relevant training and development opportunities | EDDEEEEEEEEEEEDDEE | A AIAAAAA/IAIIA/IIAA/IAII |
| **Other qualities** |  |  |
| Commitment to sustaining regular attendance at workWork with honesty, integrity and calmnessCommitment to equality and diversity | EEE | III |