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| **Person specification** | | |
| **Job title: Data Analyst and Assistant Examinations Officer** | **Grade: F** | |
| **Requirements**  **(based on the job description)** | Essential (E)  or  desirable (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 environment  Knowledge of school MIS systems  Data collection, extraction, manipulation, evaluation and monitoring  Accurately recording data and reporting analyses  Drawing up and presenting reports to meet audience needs  Implementing and developing new procedures  Working in an administration environment  Examination process within an educational setting  Completing tasks to deadlines  Dealing with confidential matters  Complying with the requirements of regulatory bodies | E  E  D  D  D  E  E  E  E  E  E  E  E  E | A  A  A  I  A  A/I  A/I  I  A/I  A/I  A  A/I  A/I  A/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 spreadsheets  Use 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 system  Communicate clearly and concisely both orally and in writing  Work with a high degree of accuracy  Work well under pressure and without close supervision  Follow relevant policies, procedures and regulations to complete work  Adapt quickly to changes to regulations and processes  Deal with enquiries in a professional and sensitive manner  Work in a confidential manner and observe and adhere to GDPR  Aware of the Joint Council for Qualifications (JCQ) regulations  Aware of qualifications contributing to performance tables  Commit to safeguarding and promoting the welfare of young people  Undertake relevant training and development opportunities | E  D  D  E  E  E  E  E  E  E  E  E  E  E  D  D  E  E | A  A  I  A  A  A  A  A/I  A  I  I  A/I  I  A  A/I  A  I  I |
| **Other qualities** |  |  |
| Commitment to sustaining regular attendance at work  Work with honesty, integrity and calmness  Commitment to equality and diversity | E  E  E | I  I  I |