

Saint Ambrose College – Exams/Data Officer - Person Specification

	Essential	Desirable
Qualifications/ Training	Appropriate Qualifications at Level 3 (eg equivalent to A Level) Minimum of Level 2 in English and Maths (eg equivalent to GCSE Grade A*-C).	Desirable but not essential:- Appropriate Degree Additional qualifications in Statistics or Data Analysis.
Experience	Recent experience of managing Exams in an educational context. IT Literate. A competent user of Microsoft Packages. Experience of using an MIS system. Experience of analysing data and presenting reports.	Recent experience of managing Exams in a Secondary school. Experience of analysing pupil data. Experience of presenting to Senior Leaders and Governors. Experience of using Progresso MIS system (training can be arranged).
Skills	Good communication and presentation skills. The ability to work with a high degree of accuracy. Ability to develop positive relationships with students, parents and colleagues. Good organisational skills and the ability to work to tight deadlines under pressure. Confident user of ICT systems.	The ability to inspire and motivate colleagues to achieve the highest standards.
Knowledge & Understanding	Understanding of current developments in the Secondary School Curriculum and examination systems. Understanding and knowledge of the qualifications contributing to League tables. The ability to manage and maintain the integrity and confidentiality of the exams system.	Experience of advising Senior Leaders and Governors of changes in the examination system. Experience of tracking pupil progress. In-depth knowledge of the qualifications system and how these contribute to the points scores used in League Tables.
Additional qualities	Commitment to supporting the Catholic ethos of the school. Commitment to the success and wellbeing of all students. Play an active part in the wider school community and be supportive of the Catholic ethos of the College.	