

PERSON SPECIFICATION

JOB TITLE	Examination, Assessment and Curriculum Officer
GRADE	Grade G - £21,166 - £23,836 pa (£18,124 – £20,410 pa this is the pro rata salary for term time plus one week).
HOURS	37 hours per week, TTO plus one week (to support with exam results) Monday – Thursday 8:00am-4:00pm and Friday 8:00am-3:30pm (with a half an hour unpaid break each day)

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENT
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English or equivalent, to be able to write routine letters, input data and maintain database records Experience of using Microsoft Office including Excel and Word 	A A
EXPERIENCE	<ul style="list-style-type: none"> Experience of handling and manipulating large amounts of data Experience of undertaking administrative tasks within an office environment Experience of maintaining and operating specialist ICT packages including databases is desirable Background of practical ICT application and or data management is desirable Experience of working in an educational is desirable Experience of supervising, developing and leading staff members Experience of leading strategically in a team (desirable) Experience of successfully delivering against personal, team and or service objectives 	A, I, R A, I, R A, I, A, I, A, I, R A, I, R A, I, R A, I,
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information Awareness of the General Data Protection Regulations (GDPR) Awareness of the need to maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school A knowledge of SIMS (Schools Information Management System) is desirable A knowledge of Nova T6 and/or Go4Schools systems is desirable 	A, I, R A A, I, R A, I, A, I

<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> • Ability to communicate effectively with young people • Effective written and verbal communication skills in order to work with, and relate to, all stakeholders of the Trust at all levels showing respect for others and professionalism at all times • Is committed to team work at all levels. • Organisational and time management skills to multi-task and provide the necessary support to students, colleagues and relevant stakeholders. • Handle confidential information correctly and to act with discretion, tact and diplomacy • Ability to analyse and interpret data • Strong attention to detail, a constant high level of accuracy and meticulous approach • Ability to present information to a variety of audiences • Ability to find solutions to problems and to work flexibly and professionally • Be calm and focused during times of pressure • Analyse situations and information and make sound, qualified decisions • Ability to work independently and autonomously with minimal supervision • Be able to interpret and follow procedures and pay close attention to detail • Be reliable and punctual • Be resilient whilst having a good sense of humour • A commitment to Trust values and ethos 	<p>A, I, R A, I, R</p> <p>A, I, R A, I, R A, I, R</p> <p>A, I, R</p> <p>A, I, R A, I, R</p> <p>A, I, R A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R A, I A, I</p>
<p>Safeguarding</p>	<p>In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	<p>I, R I, R</p> <p>I, R I, R</p>
<p>Special Requirements</p>	<p>Prepare to work flexible hours including some evenings (e.g. parents’ evenings) Good attendance records in line with school’s Promoting Health at Work Policy This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure and Barring Service Check will be required prior to appointment</p>	<p>I, R</p>

A = Application Form, I = Interviews, R = References