**REPORTING & ASSESSMENT OFFICER**

**Person Specification**

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| **QUALIFICATIONS/EXPERIENCE/TRAINING/DEVELOPMENT**  |  |

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| **ESSENTIAL**  |

 | **DESIRABLE** |
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| Qualified to graduate level or equivalent  |

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| Previous relevant experience of working in a school or college  |

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| Experience of working with school management information systems (SIMS or similar) |

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|  **SKILLS/ABILITIES/COMPETENCIES**  |

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| Higher level IT skills including knowledge of SIMS and all Microsoft Office applications, particularly Excel  |

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|  Knowledge and understanding of assessment, recoding and reporting |  | √ |
|  Experience of school data systems  |  | √ |
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| Proficient in spelling, punctuation, grammar and other English language skills  |

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|  Good numeracy skills  |

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|  Ability to absorb and understand a wide range of information | √ |  |
|  Excellent analytical skills | √ |  |
|  Above average attention to detail | √ |  |
|  Ability to work calmly under pressure | √ |  |
|  Ability to self-evaluate learning needs and actively seek learning opportunities | √ |  |
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| Experience of maintaining data in a secure environment including inputting, extracting and analysing relevant data from a management information system.  |

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| Effective communication skills with the ability to establish and maintain good working relationships with all school staff, parents and students  |

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|  **PERSONAL QUALITIES**  |

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| A real team player with a flexible approach  |

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| Has a professional manner and attitude  |

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| Trustworthy, responsible, reliable and punctual  |

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|  Efficient and meticulous in organisation and attention to detail | √ |  |
|  Ability to identify, recommend and implement improvements to processes and procedures |  | √ |
|  Ability to show initiative and prioritise one’s own work |  | √ |