**REPORTING & ASSESSMENT OFFICER**

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **QUALIFICATIONS/EXPERIENCE/TRAINING/DEVELOPMENT** |  | | |  | | --- | | **ESSENTIAL** | | **DESIRABLE** |
| |  | | --- | | Qualified to graduate level or equivalent | |  | √ |
| |  | | --- | | Previous relevant experience of working in a school or college | |  | √ |
| |  | | --- | | Experience of working with school management information systems (SIMS or similar) | |  | √ |
|  | | |
| |  | | --- | | **SKILLS/ABILITIES/COMPETENCIES** | |  |  |
| |  | | --- | | Higher level IT skills including knowledge of SIMS and all Microsoft Office applications, particularly Excel | |  | √ |
| Knowledge and understanding of assessment, recoding and reporting |  | √ |
| Experience of school data systems |  | √ |
| |  | | --- | | Proficient in spelling, punctuation, grammar and other English language skills | | √ |  |
| |  | | --- | | Good numeracy skills | | √ |  |
| 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 | √ |  |
| |  |  | | --- | --- | | |  | | --- | | Experience of maintaining data in a secure environment including inputting, extracting and analysing relevant data from a management information system. | | | √ |  |
| |  | | --- | | Effective communication skills with the ability to establish and maintain good working relationships with all school staff, parents and students | | √ |  |
|  | | |
| |  | | --- | | **PERSONAL QUALITIES** | |  |  |
| |  | | --- | | A real team player with a flexible approach | | √ |  |
| |  | | --- | | Has a professional manner and attitude | | √ |  |
| |  | | --- | | Trustworthy, responsible, reliable and punctual | | √ |  |
| 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 |  | √ |