



PERSON SPECIFICATION EXAMINATIONS OFFICER AND DATA ASSISTANT

Education and Training:	<ul style="list-style-type: none"> Ability to demonstrate numeracy and literacy skills at level 2 or above Good word processing and data entry skills is essential
Knowledge and Experience:	<ul style="list-style-type: none"> Successful previous experience in the administration of public examinations and accreditation procedures Experience of data reporting processes and spreadsheets Working knowledge of SIMS (essential, additional training will be given) including the Examination and Course Manager Modules Experience dealing positively with operational change Experience in a professional role requiring integrity, honesty and adherence to regulations Minimum 2 years of administrative experience in an office based environment Methodical, logical and intelligent approach to the provision of pragmatic business solutions Excellent organisational and time management skills with the ability to work across all levels of the school Excellent problem analysis and solving skills
Communication:	<ul style="list-style-type: none"> Ability to consult effectively with students and adults. Ability to motivate / encourage / empower students and adults. Excellent written and verbal communication skills with all levels of staff
Working With Others:	<ul style="list-style-type: none"> Ability to forge network and links with internal and external partners. Work effectively as part of the team Ability to work independently.
Responsibilities:	<ul style="list-style-type: none"> To be able to work in an organised manner under tight deadlines / timescales To be proactive and initiate action Supervise the team of invigilators Good time management skills
General:	<ul style="list-style-type: none"> To be flexible with working pattern. To comply with the School's Equal Opportunity Policy. To comply with the School's Health & Safety Policy. Understand what is meant by safeguarding and the different way in which children can be harmed Understand and comply with children protection procedures Understand and comply with procedures and legislation relating to confidentiality