



Person Specification – Data & Exams Assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Educated to GCSE level with English at Grades A*-C or equivalent. Experience of SIMS, Word, Excel, Nova T6, Access, Desktop Publishing. Previous experience of clerical work.
	Knowledge of relevant policies and procedures	Knowledge of school policies and procedures preferred.
Communication Aptitude Skills	Written Verbal Languages Negotiating	Good interpersonal skills. Good level of IT and numeracy skills. Good organisational skills. Ability to solve basic problems. Excellent organisational skills and accuracy. Able to prioritise work to meet deadlines. Able to keep calm under pressure. Commitment to high standards. Discreet, confidential and professional manner. Ability to relate well to children, young people and adults.
Working with others	Working with partners	Ability to establish effective relationships with colleagues and school stakeholders.
	Relationships	Ability to establish rapport and respectful and trusting relationships; ability to build open and honest relationships.
	Team work	Work effectively as part of a team; ability to work independently.
	Information	Contribute to the development and implementation of effective systems to share and safeguard information.
General	Equalities	Demonstrate commitment to treating all people fairly.
	Child Protection	Understand and comply with children protection procedures.
	Health & Well being	Understand and promote the value of emotional and physical wellbeing in adults and children; take responsibility for own wellbeing.
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality; understand the relevant legislation with regards to GDPR.
	CPD	Demonstrate a clear commitment to develop and learn in the role; ability to effectively evaluate own performance.