



Person Specification Exams and Data Assistant

Job Title:	Exams and Data Assistant
Responsible to:	Exams Officer – Line Manager
Contracted Hours/Week:	15 hours per week – hours to be agreed at interview. During Exam periods these hours will need to be fixed to facilitate start of exams. Additional hours may be available, please enquire for further information.
Contracted Weeks/Year:	39 (Term time only) plus 5 days to be worked during results weeks in the summer holidays

Main Job purpose:	To assist with the arrangements of internal and external exams To assist with administering the process of admissions to the school. To assist with the student options and course choices.
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Experience of examination process within the school environment	Desirable	
	• Experience of data entry, analysis and producing reports	Desirable	
Skills, Knowledge and Understanding	• Good working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	Application Form References Interview
	• Working knowledge of SIMS	Desirable	
	• Good communication skills and an awareness of educational requirements	Desirable	
	• Good interpersonal skills including the ability to liaise well with a range of people	Essential	
	• A high level of accuracy and attention to detail	Essential	
	• High level of organisational skills	Essential	
	• The ability to work as part of a team	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	• Friendly and approachable	Essential	Application Form References Interview
	• Integrity and the ability to handle confidential information securely and with discretion	Essential	
	• A willingness to learn new skills and undertake relevant training	Essential	
	• Confidence to work alone and use own initiative.	Essential	

	<ul style="list-style-type: none"> • A flexible approach 	Essential	
	<ul style="list-style-type: none"> • Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> • Excellent interpersonal skills when working with students, teachers and support staff 	Essential	
Safeguarding	<ul style="list-style-type: none"> • Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> • Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> • Appointment subject to enhanced DBS and validated references 	Essential	