

Linwood School

Person Specification

Job Title: Examinations/Data Administrator

Grade/Scale: Band F SCP 12-17

Hours of Work: 15 hours per week, Monday to Friday term time only

Notes for Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the requirements of the post. It will be used in the shortlisting and interview process for this post.

	Essential	Desirable
QUALIFICATIONS <ul style="list-style-type: none"> Proficient in all Office procedures IT literate to a good standard Knowledge of and confidence with different IT packages Experienced in school examinations procedures 	X X	 x
PROFESSIONAL KNOWLEDGE and EXPERIENCE <ul style="list-style-type: none"> Possess very good communication skills Ability to organise workloads Very good time-management skills Ability to work to deadlines Ability to work under pressure Self-motivated Ability to work both on own initiative and as part of a team Proactive, thorough and accurate Process oriented Confident on advance Excel functions or willing to learn 	X X X X X X X	 x x
PERSONAL QUALITIES <ul style="list-style-type: none"> Confidence and excellent interpersonal skills Creative approach to work coupled with an attention to detail Ability to establish good and productive working relationships with a range of people including colleagues, and other professionals Enthusiasm and capacity for hard work Excellent attendance record 	X X X x	 X