



## Examinations and Data Officer Person Specification

Criteria	Essential	Desirable	Assessed by
Education & Qualifications	Undergraduate Degree (Level 6 qualification). 4+ years training and experience in a relevant post in an educational context. Experience in administrative management. Advanced capability in using Microsoft Excel and Word. Competency in using spreadsheets and databases. Experience working with Capita SIMs including the examinations module.	Maths, Statistics or Computer Science Degree. High level of IT skills and adaptability with new IT systems.	Application form
Understanding & skills	Ability to: <ul style="list-style-type: none"> <li>• Work as part of a team, and work autonomously.</li> <li>• Manage a diverse workload, and to prioritise tasks to meet deadlines.</li> <li>• Manage others effectively.</li> <li>• Communicate to different audiences, both orally and in writing.</li> <li>• Produce complex statistical information/reports.</li> <li>• Use initiative and innovate where necessary, and deal with problems as they occur.</li> <li>• Prioritise and manage own time effectively</li> <li>• Work under pressure and to deadlines</li> <li>• Take responsibility for own professional development</li> <li>• Negotiate and consult fairly and effectively.</li> <li>• Be adaptable to changing circumstances and new ideas.</li> <li>• Keep excellent records.</li> </ul>		Application form & interview
Professional Development	Strong evidence of continuous and on-going relevant professional development. High-level knowledge of national procedures and regulations.	Experience of delivery professional development to other staff	Application form & interview
Personal qualities, skills & characteristics	Work under pressure, maintaining a sense of perspective and humour. Think creatively to anticipate and solve problems. Think strategically and contribute to creating a coherent school vision. Positive attitude towards change. A commitment to work in a flexible and collaborative manner with other members of the school community and external agencies. Willingness to undertake appropriate training. To promote and safeguard the welfare of young people in the school. Build and maintain effective relationships through effective interpersonal skills.	Awareness of and commitment to Equal Opportunities issues A commitment to working in a multi-cultural environment and with students from diverse backgrounds.	Application form & interview

	<p>Excellent communication skills.  High expectations of self and others.  Manage and resolve conflict.  Commitment, honesty and dedication.  Ability to manage own time effectively.  Reliability and integrity.</p>		
Judgement & Decision Making	<p>The ability to make independent decisions on matters that could have serious consequences to the school as an examination centre.  The role requires discretion as to when and how tasks are carried out.  The post-holder has access to confidential information relating to student performance.</p>		Application form & interview
Wider educational knowledge	<p>Knowledge of current educational trends, curriculum developments and educational initiatives.</p>		Application form & interview

Plasht School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].