

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

PERSON SPECIFICATION

POST : EXAMS AND DATA OFFICER (AAAE5032)

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a criminal background Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

	Essential	Desirable	Evidence
Experience:	<ul style="list-style-type: none"> Working in a school office environment Knowledge of SIMS.net Knowledge of SIMS Assessment Manager Ability to work bespoke databases. Knowledge and ability to competently use Microsoft Office including Word, Outlook and Excel 	<ul style="list-style-type: none"> Previous use of SIMS Profiles Knowledge of Excel to produce statistical information. Knowledge of SISRA 	Application form Interview
Qualifications :	<ul style="list-style-type: none"> 5+ Grade A-C GCSE's including Maths and English. IT NVQ or related discipline or equivalent experience and administrative experience 		Application Form Interview
Special Aptitudes :	<ul style="list-style-type: none"> Good Keyboard skills Ability to design reports and input and manipulate data Excellent spelling, punctuation and grammatical skills Ability to accept direction Ability to proof-read documents. Ability to manage busy workload to achieve deadlines Ability to use initiative 	<ul style="list-style-type: none"> Willingness to undertake training Flexible 	Interview Test Reference
Interpersonal Skills :	<ul style="list-style-type: none"> Good team member Adaptable Good communication skills Good organisation skills Punctual and good attendance record 	<ul style="list-style-type: none"> Unflustered approach to work Approachable 	Interview Reference