

Person Specification: Data and Examinations Assistant

January 2019

Attributes	Essential	Desirable
Experience (Relevant work and other experience)	<ul style="list-style-type: none"> • Broad administrative experience including using IT systems such as word-processing, spreadsheets and Management Information Systems. • Relevant experience within the context of the role. • Desire to work with teenagers and young adults. • Aptitude for administrative work 	<ul style="list-style-type: none"> • Understanding of Child Protection and Health and Safety Regulations. • Experience of working with secondary students. • Some experience of organising a function, perhaps within an educational setting. • Some experience of the examination process and systems.
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of general education to GCSE including Maths and English Grade C or above (or equivalent). 	<ul style="list-style-type: none"> • NVQ 3 Business and Administration or other equivalent qualification or experience in a relevant discipline.
Training	<ul style="list-style-type: none"> • Willingness to undertake relevant training. 	<ul style="list-style-type: none"> • Evidence of recent training.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work effectively as a member of a team. • Well motivated; ability to work with minimum supervision. • Ability to organise, lead and motivate other staff. • Good organising, planning and prioritising skills. • Ability to persuade, motivate and negotiate. • Good, clear communication skills, oral and written. • Methodical with good attention to detail. • Excellent interpersonal skills. • Ability to stay calm under pressure. • Ability to keep to procedures. • Full working knowledge of relevant policies/practices and external regulations. • Ability to relate well to children and adults. 	<ul style="list-style-type: none"> • Confident to speak to a wide range of people. • Meticulous attention to detail. • Awareness of data protection legislation (GDPR)
Personal qualities	<ul style="list-style-type: none"> • Commitment to the ethos and aims of the school. • Excellent work ethic. • Patient and conscientious. • Excellent timekeeping. • Good role model for students. • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. 	

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| | <ul style="list-style-type: none">• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Committed to the provision and improvement of quality service provision.• Adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills | |
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