

Person Specification

Job Title: Exams and Assessment Officer

| Experience | Essential | Desirable |
|---|------------------|------------------|
| Working with statistical analysis, management information and data collection. | ✓ | |
| The use of ICT Systems and software, particularly Excel | ✓ | |
| The use of software including SIMS.Net | | ✓ |
| Education and Training | | |
| English and Maths GCSE at Grade C or higher. | ✓ | |
| Degree or equivalent qualification. | | ✓ |
| Evidence of relevant professional development and qualifications. | | ✓ |
| Abilities and Skills | | |
| Work on own initiative – think outside the box for problem solving. | ✓ | |
| Self-motivation and the ability to motivate others within your team. | ✓ | |
| Effective in developing relationships with a wide range of people including practitioners outside the department. | ✓ | |
| Ability to work closely with SLT, business manager and teaching staff. | ✓ | |
| Ability to analyse data. | ✓ | |
| Ability to present data in a clear and concise manner for a range of audiences. | ✓ | |
| Effective organisational skills. | ✓ | |
| Effective communication skills. | ✓ | |
| Accurate record keeping. | ✓ | |
| Effective encouragement of all staff to adhere and meet deadlines. | ✓ | |
| Personal Qualities | | |
| Enthusiastic and positive with a can-do attitude. | ✓ | |
| Well motivated and hard working. | ✓ | |
| Entirely reliable. | ✓ | |
| Complete understanding of confidentiality and data protection. | ✓ | |
| Additional | | |
| Committed to safeguarding and promoting the welfare of children. | ✓ | |
| Positive about young people and the importance of education. | ✓ | |
| Flexibility to work throughout the administration of the Academy . | ✓ | |
| Ability to work during August to support the results analysis. | ✓ | |