

Person Specification

Job Title: Exams & Assessment Assistant

Experience	Essential	Desirable
Working with management information and data collection	✓	
Organising and running educational examinations		✓
The use of ICT Systems and software, particularly Excel	✓	
The use of educational MIS systems		✓
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.	✓	