



Person Specification

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| <b>Role: Data and Examinations Officer</b>   |     |
| <b>Qualifications and Training</b>   | E/D |
| Educated to A Level standard or equivalent   | E   |
| A degree or equivalent in a relevant field (IT, Business etc)                      | D   |
| Evidence of recent professional development  | E   |
| <b>Experience</b>  |     |
| Experience in administration work practices and their application                  | E   |
| Knowledge of examination procedures and appropriate legislation                    | D   |
| Experience in a similar role, ideally in the education sector                      | D   |
| Experience of working accurately and to deadlines                                  | E   |
| Experience of inputting, manipulating and maintaining electronic data              | E   |
| <b>Ability/Skills</b>  |     |
| Strong IT skills including use of Word, Excel, Outlook and databases               | E   |
| Strong numerical ability and qualitative and quantitative analytical skills        | E   |
| Strong written, oral and digital communication skills                              | E   |
| Proven ability to work effectively under pressure                                  | E   |
| Ability to organise, plan and prioritise own workload                              | E   |
| The aptitude to adapt to changing circumstances and work well under pressure       | E   |
| Ability to learn and use new systems quickly                                       | D   |
| Ability to advise managers and others correctly and in appropriate manner          | E   |
| <b>Disposition</b>   |     |
| High professional standards and expectations                                       | E   |
| A desire to play a central part in the wider life of the Academy                   | E   |
| A commitment to promoting equality, diversity and inclusion                        | E   |
| A team player who can work well with colleagues across the Academy                 | E   |
| A thorough understanding of up-to-date safeguarding requirements and best practice | E   |

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.