

## PERSON SPECIFICATION- Data and Examinations Officer

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Minimum A level Standard	<b>E</b>	Certificates
<input type="checkbox"/> GCSE's to include Mathematics to at least B level and ICT to at least GCSE B level (or Distinction if B Tech)	<b>E</b>	
<b>Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Previous knowledge and experience of working with SIMS and data analysis-for example SISRA Analytics/4matrix.	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Previous School Examination procedure experience. With knowledge of the JCQ regulations and requirements in relation to examinations.	<b>D</b>	Application form/Interview/ Task (if applicable)
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Excellent organisational skills	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to act on initiative	<b>E</b>	
<input type="checkbox"/> Ability to input data accurately-a good "eye for detail"	<b>E</b>	
<input type="checkbox"/> Ability to work accurately while under pressure	<b>E</b>	
<input type="checkbox"/> Ability to interpret data	<b>E</b>	
<input type="checkbox"/> Ability to present data in various formats	<b>E</b>	
<input type="checkbox"/> Ability to meet deadlines	<b>E</b>	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application

<input type="checkbox"/> Highly motivated and reliable	<b>E</b>	form/Interview/ Task (if applicable)
<input type="checkbox"/> A Flexible approach	<b>E</b>	
<input type="checkbox"/> Capacity and potential to learn	<b>E</b>	
<input type="checkbox"/> Ability to work outside normal Academy hours in line with Academy and community needs	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	<b>D</b>	