

**Northern Education Trust**  
Post: Data & Exams Assistant  
**PERSON SPECIFICATION**

			<b>Assessed by:</b>	
<b>No</b>	<b>Categories</b>	<b>Essential / Desirable</b>	<b>App Form</b>	<b>Interview / Task</b>
<b>QUALIFICATIONS</b>				
1.	5 GCSE or equivalent at Grade C or above (inc English and Maths)	E	✓	
2.	A Levels or equivalent	D	✓	
3.	Degree or equivalent	D	✓	
4.	Evidence of recent professional development	D	✓	
<b>EXPERIENCE</b>				
5.	High level of experience in Bromcom with the ability to produce and manipulate data	D	✓	✓
6.	Excellent working knowledge of Microsoft Office Package	E	✓	✓
7.	The ability to collect, manipulate and analyse data using Microsoft Excel	D	✓	✓
8.	Experience of using information provided by professional bodies and other relevant organisations to make informed decisions	D	✓	✓
9.	Full working knowledge of relevant policies, codes of practice and legislation	E	✓	✓
10.	Experience of working in an educational establishment	D	✓	✓
11.	Knowledge of how the use of data can be used to improve performance and develop intervention strategies	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
12.	Ability to carry out detailed written and verbal instructions, to balance potentially conflicting demands and be able to work to deadlines	E	✓	✓
13.	High level of organisation and record keeping skills	E	✓	✓
14.	Meticulous attention to detail and a high degree of accuracy	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
15.	Strong interpersonal and communication skills	E	✓	✓
16.	Ability to demonstrate initiative and be self-motivated	E	✓	✓
17.	Supportive approach to others and an ability to relate well to colleagues and students	E	✓	✓
18.	Flexibility to adapt in an every changing environment	E	✓	✓
<b>PERSONAL QUALITIES</b>				
19.	Pleasant and friendly manner	E	✓	✓
20.	Polite and punctual	E	✓	✓
21.	Reliable	E	✓	✓
22.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.