

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.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> Minimum A level Standard	E	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)	E	
Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Previous knowledge and experience of working with SIMS - Duties to include - creating templates, marksheets, user permissions, Census return, bespoke reporting, configure and maintain SIMS Discover	E	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	E	
<input type="checkbox"/> Working knowledge of SIMS Examination entry and timetable procedure including using the A2C client, preparation of seating plans, timetable production, recruitment and training of exam invigilators	E	
<input type="checkbox"/> Working knowledge of data analysis packages-for example SISRA Analytics/4matrix	E	
<input type="checkbox"/> Excellent working knowledge of Microsoft Office including Excel, Word, Powerpoint and Outlook	E	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent organisational skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to input data accurately - a good "eye for detail"	E	
<input type="checkbox"/> Ability to maintain confidentiality	E	
<input type="checkbox"/> Ability to interpret data	E	
<input type="checkbox"/> Ability to present data in various formats	E	
<input type="checkbox"/> Ability to manage own workload effectively and meet deadlines	E	

<input type="checkbox"/> Ability to work accurately whilst managing competing demands	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Ability to act on initiative, be highly motivated show resilience and reliability	E	
<input type="checkbox"/> A positive attitude and commitment to equality	E	
<input type="checkbox"/> A flexible approach	E	
<input type="checkbox"/> Capacity and potential to learn	E	
<input type="checkbox"/> Ability to work outside normal Academy hours in line with Academy and community needs	E	
<input type="checkbox"/> Ability to travel to multi-site locations across the Trust	E	
Equal Opportunities	Essential/Desirable	How Identified
<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	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	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	D	