

## Person Specification

**Exams and Data Officer**
**GRADE: 5**
**JOB REF: AAAE5292**

<b>CRITERIA</b>	<b>DESIRABLE</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Good standard of education incl GCSE Maths &amp; English Grade C or above</li> </ul>	Documentary evidence
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working in a school environment</li> <li>• Preparation of statistical reports</li> </ul>	Interview Application Form
<b>Job related Knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of Arbor and its various modules</li> <li>• Knowledge of SISRA/SMID</li> <li>• Knowledge of Examination board procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Arbor and its various modules</li> <li>• Previous experience/knowledge of Exams organiser/Assessment Manager</li> <li>• General and specialist application packages (eg Word, Excel)</li> </ul>	Interview Application Form
<b>Skills and Aptitudes</b>		<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to maintain a high level of accuracy and attention to detail</li> <li>• Ability to function under pressure, establish priorities and work to strict deadlines</li> <li>• Good organisational and time management skills</li> </ul>	Interview Application Form
<b>Other requirements</b>		<ul style="list-style-type: none"> <li>• Confident</li> <li>• Positive and motivated</li> <li>• Initiative</li> <li>• Co-operative</li> <li>• Ability to keep calm and contribute to all the resolution of problems</li> <li>• Co-operative/able to work with people at all levels</li> <li>• Dependable and reliable</li> <li>• Flexible – must be willing to meet examination commitments during the examination season.</li> </ul>	Interview