

## Person Specification

Exams and Data Officer

GRADE: 5

JOB REF: AAAE5292

| CRITERIA                     | DESIRABLE                                                                                                                                                                               | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                             | METHOD OF ASSESSMENT          |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <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<br>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<br>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<br>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                     |