



**PERSON SPECIFICATION**

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)		Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>			
Level 2 qualification or equivalent in Maths/numeracy and English/literacy	E		AF + I
Relevant Level 2 qualification or equivalent experience			
<b><u>EXPERIENCE/KNOWLEDGE</u></b>			
• Carrying out administrative tasks	E		AF + I
• Dealing with face-to-face and telephone interactions	E		AF + I
• Working with children or young people	D		AF + I
• Working and collaborating within a team	D		AF + I
<b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b>			
• Good oral and written communications skills	E		AF + I
• Ability to respond quickly and effectively to issues that arise	E		AF + I
• Ability to plan, organise and prioritise to meet deadlines	E		AF + I
• Ability to use own initiative and take action accordingly	E		AF + I
• Excellent attention to detail	E		AF + I
• Ability to use IT packages including excel/google sheets	E		AF + I
• Ability to use relevant office equipment effectively	E		AF + I
• Ability to build effective working relationships with colleagues	E		AF + I
• Understanding of data protection and confidentiality	E		AF + I
• Understanding of safeguarding.	E		AF + I
<b><u>PERSONAL QUALITIES</u></b>			
• Commitment to promoting the ethos and values of the school	E		AF + I
• Ability to work under pressure and prioritise effectively	E		AF + I
• Commitment to maintaining confidentiality at all times	E		AF + I
• Commitment to safeguarding and equality	E		AF + I
• Deal with difficult/stressful situations effectively	E		AF + I

**Post: Data & Examinations Administrator**

E- Essential, D – Desirable, AF – Application form, I - Interview

**Headteacher** Mr Gareth Banks

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