



Employee Specification Form

Post Number	
Job Title	Exams & Data Officer inc Executive Headteacher PA
Department	
Prepared by and date	

Listed below are the **personal attributes** required to fulfil the duties listed in the Job Description (M03).

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications & Training GCSE English and Maths to Grade C or above Training in the use of SIMS Excellent numeracy/literacy/ICT skills	A A/I A/I	Qualifications & Training Advanced level Excel and Word Extensive training in the use of SIMS Qualifications and/or training in the use of other ICT programmes and systems in a professional capacity	A A A/I
Experience Experience of working with SIMS within a school environment Experience of reporting and monitoring to tight deadlines Experience of using data management tools, such as Excel	A/I A/I/R A/I	Experience Extensive experience on using SIMS within a school setting, including Exams Organiser Extensive experience of other ICT systems in a professional capacity Experience of working within a school structure on internal and external examinations, including entries to exam boards	A/I/R A/I A/I/R
Knowledge and skills Knowledge of exam regulations and requirements in accordance with DfE and JCQ guidelines. Excellent organisational skills, meticulous attention to detail and ability to use own initiative by prioritising work to meet deadlines Ability to work under pressure effectively and productively Ability to take accurate meeting notes and minutes. Good communication skills and ability to establish and maintain effective working relationships with all stakeholders To be self-motivated and flexible and have an enthusiastic approach to work	A/I A/I/R A/I/R A/I A/I/R A/I/R A/I/R	Knowledge and skills Working knowledge of the process of examination entries and withdrawals, up to GCSE level, including the system for entering coursework marks Evidence of the ability to acquire new knowledge and skills rapidly, particularly those around the use of ICT in a professional capacity Knowledge of GDPR protocols	A/I/R A/I/R A/I

To work as part of a team to contribute to team efficiency through sharing information and constructively supporting others	I/R		
Understanding of the need to exercise a high degree of integrity and confidentiality	I/R		
Commitment to best practices in Safeguarding young people			

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.

They are set at a level appropriate to the work to be done and *not* higher than necessary; stated clearly and specifically; and entirely job related.

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job.

Examples could be the possession of a current driving licence or a relevant qualification.

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, but not essential.

Examples for certain jobs could be local government experience or knowledge of new technology.

A candidate will not be rejected for failing to meet any single desirable requirement.

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.