**Person Specification**

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

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| CRITERIA | DESIRABLE | ESSENTIAL  | METHOD OF ASSESSMENT |
| **Qualifications**  |  | * Good standard of education incl GCSE Maths & English Grade C or above
 | Documentary evidence |
| **Experience**  |  | * Previous experience of working in a school environment
* Preparation of statistical reports
 | InterviewApplication Form |
| **Job related Knowledge**  | * Expert knowledge of Arbor and its various modules
* Knowledge of SISRA/SMID
* Knowledge of Examination board procedures
 | * Knowledge of Arbor and its various modules
* Previous experience/knowledge of Exams organiser/Assessment Manager
* General and specialist application packages (eg Word, Excel)
 | InterviewApplication Form |
| **Skills and Aptitudes** |  | * Excellent communication skills
* Excellent interpersonal skills
* Ability to maintain a high level of accuracy and attention to detail
* Ability to function under pressure, establish priorities and work to strict deadlines
* Good organisational and time management skills
 | InterviewApplication Form |
| **Other requirements** |  | * Confident
* Positive and motivated
* Initiative
* Co-operative
* Ability to keep calm and contribute to all the resolution of problems
* Co-operative/able to work with people at all levels
* Dependable and reliable
* Flexible – must be willing to meet examination commitments during the examination season.
 | Interview |