**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 | Interview  Application 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) | Interview  Application 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 | Interview  Application 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 |