

Person Specification

Data and Examinations Assistant

| Criteria | Essential | Desirable |
|---|----------------------|-----------|
| Experience <ul style="list-style-type: none"> • Experience of data manipulation, analysis and reporting. • Proven ICT experience. | Y | Y |
| Qualifications/Training <ul style="list-style-type: none"> • NVQ Level 2 School Support or equivalent or experience in the relevant discipline. • Evidence of formal ICT training and development. | Y | Y |
| Knowledge/Skills <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. | Y Y Y Y | Y |
| Behavioural Attributes <ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. | Y | |

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| Special conditions | | |
| Willingness to undertake a DBS check | Y | |
| Willingness to undertake Child Protection training as part of the 3 year cycle | Y | |