



Exams and Data Assistant

Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Knowledge, Experience and Skills	5+ GCSE/CSE grade 4 or above inc Maths and English or equivalent or level 2 Apprenticeship	✓		A
	Willingness to work towards a relevant level 3 Apprenticeship Standard	✓		A
	A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A & I
	Ability to learn new skills and utilise new data systems	✓		A & I
	JOB COMPETENCIES			
Planning and Organising	Establishes clearly defined objectives; plans activities in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.	✓		I
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.	✓		I
Follows Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role.	✓		I
Supporting and Co-operating – Working with People	Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = application, I = interview