

EMPLOYEE SPECIFICATION & TESTING

JOB TITLE: Exams and Data Officer

KEY CRITERIA	ESSENTIAL	DESIRABLE	TEST
Qualifications and Training	<p>Grade C or above in GCSE English and Maths (or equivalent – e.g. Certificate in Adult Literacy / Numeracy L2)</p> <p>Evidence of Continuous Professional Development</p>	<p>Level 3 or equivalent qualification</p> <p>Data management specific qualification</p> <p>Training in SIMS</p>	<p>Application Form</p> <p>Interview</p>
Knowledge	<p>Knowledge of basic data analysis principles and methods</p> <p>Knowledge / Experience of MS Office, in particular Excel and Word</p>	<p>Knowledge of internal and external regulatory requirements</p>	<p>Application Form</p> <p>Interview</p>
Experience	<p>Experience working in a data driven environment</p> <p>Experience of the management of data</p> <p>Ability to input and interrogate data for analysis purposes</p> <p>Experience in supervising staff or workflows and delivering training</p>	<p>Experience of using a Management Information System within an education setting</p> <p>Experience of reconciling complex data and producing summary Reports</p> <p>Experience of the co-ordination of exams</p> <p>Experience of producing/maintaining data within a school environment</p>	<p>Application form</p> <p>Interview</p>
Skills	<p>Effective interpersonal skills; ability to communicate effectively in a range of media and with a range of stakeholders</p> <p>Excellent communication skills, written and verbal</p> <p>Attention to detail and high</p>		<p>Application form</p> <p>Interview</p>

	<p>accuracy rate</p> <p>Ability to plan, organise, prioritise and manage their own personal time effectively</p> <p>Excellent numeracy, literacy and organisational skills</p> <p>Ability to build strong relationships with building relationships with students, teachers and external stakeholders</p>		
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Bridge Learning
Campus