

Person Specification

Examinations and Data Officer

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs or equivalent, including Maths and English 	<ul style="list-style-type: none"> NVQ level 2 in business administration or equivalent
Experience	<ul style="list-style-type: none"> Working in an administration environment Managing the examination process within an educational setting Managing own workload Completing tasks to deadlines Working on several different projects/areas at the same time Dealing with confidential matters Complying with the requirements of regulatory bodies 	<ul style="list-style-type: none"> Experienced user of: <ul style="list-style-type: none"> SIMS Databases Online tools Advising senior leadership teams Managing staff
Knowledge and Skills	<ul style="list-style-type: none"> Manage and maintain the integrity and confidentiality of the exams system Communicate clearly and concisely both orally and in writing (high standard of verbal and written communication skills) Effective interpersonal skills working with a range of internal and external stakeholders Proficient in the use of a range of IT software packages Analyse data Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines Work with a high degree of accuracy Work well under pressure Work flexibly Work without close supervision Work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements) Follow relevant policies, procedures and regulation to complete work Adapt quickly to changes to regulations and processes Deal with enquiries in a professional and sensitive manner Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent Commit to safeguarding and promoting the welfare of young people Willingness to participate in training and development opportunities Knowledge of the data protection Act 2018 and GDPR as they apply in the UK 	<ul style="list-style-type: none"> Aware of current developments in the secondary school/college curriculum and examination systems Aware of qualifications contributing to performance tables (school and/or college performance measures)

Personal Qualities	<ul style="list-style-type: none">• Honesty• Integrity• Calmness under pressure• Maintains a positive outlook in work• Self-motivated• This post is subject to an enhanced Disclosure and Barred Service check	
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