



WADDESDON

CHURCH OF ENGLAND SCHOOL

EXAMINATIONS & DATA TRACKING OFFICER

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Education & Qualifications NVQ 3 or equivalent qualification or experience in relevant discipline GCSE or equivalent numeracy/literacy skills A Level or equivalent qualification Evidence of further training in school-based support Exam board training	E E D D D	App/Int
Experience Experience of the public examinations process Experience of extracting and analysing relevant data from a MIS and producing reports Experience of working successfully and co-operating as a member of a team Managing and maintaining data in a secure environment Experience of development, management and operation of administrative systems in a school-based setting Exams Office experience	E E E E D D	App/Int/Ref
Knowledge Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Good working knowledge of SIMS and relevant modules (Assessment Manager/Exams)	E E D	App/Int/Ref

Skills/Abilities Ability to communicate effectively at all levels Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these Excellent IT skills including Word, Excel and database programmes Ability to manage a team of invigilators Ability to deal with regular interruptions Ability to work with minimal supervision and to act on own initiative Ability to work under pressure to set deadlines Ability to produce accurate work	E E E E E E E E	App/Int/Ref
Work Circumstances This post requires flexible hours.	E	App/Int
Professional Values for all Staff Strong commitment to the school's safeguarding and child protection policies Wholehearted commitment to supporting the school's culture, values and ethos High levels of professionalism Strong commitment to ensuring high standards in own work and the work of others Strong commitment to safeguarding Unshakeable belief in the ability of all children and young people to achieve and to overcome obstacles to their learning	E E E E E E	App/Int/Ref

June 2022