

# Person Specification

## Examinations/Data Assistant

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>GCSE English and Maths (Grade C/4 or above) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Level 3 Qualification.</li> </ul>
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> <li>Experience in data entry, administration, or similar role.</li> </ul>	<ul style="list-style-type: none"> <li>Experience/understanding of the delivery of exams.</li> <li>Experience in education or working with education data.</li> <li>Understanding of data quality and validation process.</li> <li>Knowledge of MIS systems.</li> </ul>
Skills and Attitude	<ul style="list-style-type: none"> <li>Ability to stay calm and controlled under pressure and meet deadlines.</li> <li>Competent in Microsoft Excel and data handling.</li> <li>Excellent communication, organisational and time management skills.</li> <li>Strong analytical and problem-solving abilities.</li> <li>High level of accuracy and attention to detail.</li> <li>Proactive and solution-focused approach.</li> </ul>	
Personal Qualities and Attributes	<ul style="list-style-type: none"> <li>Effective communicator both in verbal and written form to a variety of audiences.</li> <li>Ability to work with a wide range of people and build effective working relationships.</li> <li>Conscientious and reliable with strong professional integrity.</li> <li>Self-motivated with ability to work on own initiative to set schedules and procedures. An advocate for the Academy and Trust.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to contribute new ideas.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>Commitment to diversity and equality of opportunity in all working practices.</li> </ul>	



	<ul style="list-style-type: none"><li>• Commitment to child protection and safeguarding policies and procedures.</li><li>• Commitment to personal professional learning and development.</li></ul>	
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***\*The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***