|  |  |
| --- | --- |
| **Text  Description automatically generated with low confidence** | **PERSON SPECIFICATION** |

|  |  |
| --- | --- |
| **JOB TITLE:** | **Exams, Data & Admissions Assistant** |
|  |  |
| **DEPARTMENT:** | **Exams & Data Team** |
|  |  |
| **SECTION:** | **Secondary School** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Qualifications and Experience**

* GCSE or equivalent in Mathematics and English language, or the ability to demonstrate a similar level of numerical ability and literacy.
* Good knowledge of IT applications, including Word processing packages, Excel spreadsheet layouts and similar systems.
* Experience of communicating, both verbally and in writing, with a range of different audiences.
* Experience in organising data and presenting the data and information in a suitable form for a variety of audiences (including use of Excel)
* Experience of dealing with complex and confidential enquiries from a variety of professionals.
* Experience of maintaining office systems and administrative procedures.
* An understanding of the school examination process would be an advantage.

**Skills and Abilities**

* Good numerical skills to undertake a variety of tasks and good understanding of statistical measures
* Some need to use analytical, judgemental, creative and developmental skills e.g. when setting up appropriate systems and producing information for line managers
* Very good ICT skills e.g. production of reports, correspondence, inputting / updating information
* Able to work accurately and with attention to detail and focus in a busy environment
* Able to relate well to students and adults, e.g. dealing with visitors, passing information / messages to other staff.
* Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues
* Able to undertake short term planning, e.g. managing own workload, overseeing the work of others, ensuring deadlines are met.
* Able to deal with more complex queries and know when to refer to more senior staff.
* Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these.
* Able to self-evaluate learning needs and actively seek learning opportunities
* Ability to work under pressure, autonomously and on own initiative

**Personal Qualities**

* An excellent team player, genuinely committed to working in partnership with others.
* An excellent communicator to a variety of audiences with good interpersonal skills.

**Equalities**

* Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy

*Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’.*