

Post Title: Exams Officer (Maternity Cover)
Reports to: Vice Principal
Location: Academy based
Salary: OAT Grade 4 (£28,142 - £29,540) FTE
Status: Term Time plus 3 weeks (42 weeks) permanent

Person Specification

Attributes	Requirements necessary for effective performance of the role	Essential	Desirable
Education, Qualifications & Knowledge	<ul style="list-style-type: none"> ▪ Educated to at least A Level or equivalent or have relevant vocational experience ▪ Recognised GCSE or equivalent qualifications in English and Mathematics ▪ Knowledge and understanding of the data requirements of schools ▪ Ability to interpret and analyse data and information in order to make decisions or recommendations ▪ Excellent knowledge of a variety of ICT applications, including Excel ▪ Knowledge of Management Information Systems ▪ Good knowledge of data protection and freedom of information legislation ▪ Knowledge of statutory data reporting requirements, e.g. school census ▪ Evidence of recent continued professional development 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Experience	<ul style="list-style-type: none"> ▪ Experience of working in data management ▪ Experience of producing accurate data for reporting and assessment ▪ Experience of information gathering ▪ Experience of working in an educational environment ▪ Experience of working with particular data systems, e.g. SIMs 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Aptitudes & Skills	<ul style="list-style-type: none"> ▪ Excellent IT skills ▪ Ability to focus on detail and accuracy 	<p>✓</p> <p>✓</p>	

	<ul style="list-style-type: none"> ▪ Excellent organisational and time management skills ▪ Ability to plan and implement systems to maximise use and effectiveness ▪ Ability to plan, organise, prioritise work and meet tight deadlines, often managing conflicting priorities ▪ Excellent communication at all levels ▪ Ability to work unsupervised ▪ Ability to produce written reports suitable for a variety of audiences ▪ Enthusiastic, innovative and forward-thinking ▪ Ability to work to professional standards, to develop effective working relationships, think independently and influence others through persuasion and/or discussion 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Personal attributes	<ul style="list-style-type: none"> ▪ Confident and at ease when meeting and communicating with a diverse range of people ▪ Excellent interpersonal skills, e.g. ability to deal sensitively with people ▪ Ability to think creatively and strategically ▪ Willingness to take on responsibility ▪ Commitment to personal development ▪ Willingness to display flexibility in working hours to best support the needs of the academy during key periods 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Safeguarding Children	<ul style="list-style-type: none"> ▪ Demonstrate commitment to safeguarding and promoting the welfare of children and young people ▪ Enhanced DBS disclosure check 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	