



Person Specification – Data, Exams and Administration Assistant

Qualifications & Experience	Essential	Desirable
Qualified/Permitted to work in the UK	✓	
Strong academic background at GCSE/A-Level (or equivalent) or extensive professional expertise within the field	✓	
Experience of management information systems and Microsoft Excel		✓
Experience of Arbor, SMID		✓
Excellent numeracy and analytical skills	✓	
Experience of being responsible for data reporting and analysis and data set management		✓
Experience of submitting Census and other statutory returns		✓
Experience in the GCSE examination process		✓
Skills & Knowledge	Essential	Desirable
Ability to plan and manage own workload, handling competing priorities and tight deadlines	✓	
Excellent communication skills, including experience of explaining complex data insights to different audiences	✓	
Work effectively as an individual and as part of a team	✓	
Sound judgement and problem solving skills	✓	
Excellent interpersonal skills	✓	
Personal Qualities		
Enthusiasm and the ability to inspire others	✓	
Ability to inspire trust and confidence	✓	



Ability to develop and sustain good relationships with stakeholders	✓	
The ability to follow instructions accurately but make sound judgements when required	✓	
Confidence and self-motivation to work well	✓	
Helpful, approachable and positive nature and ability to stay calm and professional under pressure	✓	
The highest levels of integrity and reliability	✓	