



Examinations and Data Officer  
Person Specification

<u>Knowledge and Skills</u>	<u>Essential / Desirable</u>
<ul style="list-style-type: none"> <li>Ability to undertake work of a variety of advanced tasks which require detailed knowledge and skills in a specialist discipline to enable the post holder to provide advice and support to others</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work to deadlines and liaise appropriately with staff, at all levels, in order to support the use of data for learning across the school.</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and an ability to communicate with staff, invigilators, pupils, parents and exam boards clearly and with authority.</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent organisational and IT skills including a good working knowledge of Microsoft Office and the ability to use other ICT skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>The ability to work under pressure to deadlines especially during exam periods.</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to work as part of a team.</li> </ul>	E
<ul style="list-style-type: none"> <li>Flexibility and adaptability in tackling the variety of tasks to be done in schools.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work on own initiative.</li> </ul>	E
<ul style="list-style-type: none"> <li>The ability to be accurate and methodical.</li> </ul>	E
<ul style="list-style-type: none"> <li>The ability to meet deadlines.</li> </ul>	E
<ul style="list-style-type: none"> <li>The ability to adapt quickly to different situations.</li> </ul>	E
<ul style="list-style-type: none"> <li>Calm, confident attitude.</li> </ul>	E
<ul style="list-style-type: none"> <li>Recent experience of Examinations /Data Officer or experience of managing staff in an office / administration environment.</li> </ul>	D
<ul style="list-style-type: none"> <li>Previous experience of SIMS assessment Manager and SISRA as tools for progress reporting and tracking.</li> </ul>	D
<p>*Outline Terms and Conditions Flexibility regarding additional workload during exam periods is required. Holidays are to be taken when the school is not in session and avoiding periods when exams are on and examination results are published.</p>	

# Bebington High

Sports College

