

Department:	Gartree High School
Job Title:	Exams and Data Officer
Grade:	8
Post Number:	
Service/Section:	

PERSON SPECIFICATION

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <p>Equivalent to NVQ 4 level qualification plus relevant experience. Evidence of further relevant professional development.</p> <p>Or Demonstrable experience identified within the section below</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Doc/Int</p> <p>Ref/Int</p>
<p><u>Experience</u></p> <p>Experience in administration</p> <p>High standard IT skills including Software packages i.e. Microsoft Office</p>	<p>✓</p> <p>✓</p>		<p>Ref/Int</p>
<p><u>Knowledge</u></p> <p>Knowledge of the complexities of the construction of timetables including teaching and pupil/student issues and choices.</p>	<p>✓</p>		<p>App/Int</p>
<p><u>Skills and Competencies</u></p> <ul style="list-style-type: none"> • Minimum 3 years office experience • Numerate and literate • Ability to maintain effective clerical and administrative systems • Ability to use initiative • Good communicator • Competent IT skills – MS Word & Excel 	<p>✓</p>		<p>App/Int</p>
<p><u>Other Requirements</u></p> <p>An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.</p>	<p>✓</p>		<p>App/Int</p>

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med
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Key: App = Application Form Pre = Presentation Test = Test Med = Medical Questionnaire Int = Interview Dc = Documentary Evidence (E.g., Certificates)	
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Date Prepared/Revised: January 2018
