



# Examinations/Data Officer – Person Specification

## Qualifications

- Good standard of general education up to 'A' level standard or equivalent
- Willingness to develop professionally and undertake further training, as required

## Knowledge and Experience

- Experience of organising and administering the public examinations process in a school or college.
- Experience of using SIMS or other equivalent databases.
- Experience of managing and maintaining data in a secure environment.
- An understanding of the statutory requirements of legislation, including Child Protection, Equal Opportunities, Health & Safety and Inclusion

## Skills and Abilities

- Ability to work accurately, with meticulous attention to detail.
- Ability to develop and monitor procedures.
- Ability to prioritise, organise and meet deadlines
- Excellent IT skills – MS Office Suite
- Ability to lead and direct a team of Exam Invigilators
- Ability to deal with all people in a polite and courteous manner
- Excellent verbal and written communication skills
- Ability to work independently and under pressure

## Other

- Willingness to be fully involved in the life of the school
- Adaptability
- Reliability
- Dedication
- Positive problem solving approach
- Commitment
- Integrity and discretion
- Resilience