Rhyddings

Exams and Data Officer
Person Specification

	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T).
Qualifications		
Minimum of 5 GCSEs at grade C or grade 4 and above (including maths and English) or equivalent.	E	AF
A recognised qualification in computer skills.	D	AF
A commitment to CPD.	E	AF / I / R
Experience		
Extensive experience of using a school data management system (e.g., Arbor).	D	AF / I / R
Experience in developing and maintaining accurate pupil records.	D	AF / I / R
Experience of database management.	E	AF / I / R
Experience of using Assessment Manager, ARBOR, PARS and SISRA Analytics.	D	AF / I
Using ICT packages e.g., Word, Excel and Databases.	E	AF / I / T
Experience of working within an office/school environment.	D	AF / I
Knowledge, skills and abilities		
General administration/clerical skills.	E	AF / I
Ability to work on own initiative and as part of a team.	E	AF
Ability to multi-task and work under pressure.	E	AF
Ability to manage and prioritise own workload.	E	AF / I
Be able to communicate effectively both face to face and over the telephone.	E	AF / I
Ability to maintain confidentiality and discretion at all times.	E	AF / I
Have first aid experience or be willing to undertake first aid training and to administer first aid.	D	AF
Promote a positive ethos and model positive attributes.	E	AF / I
To have a high level of commitment in supporting our pupils through their exams.	E	A / I / R
Other		
Commitment to safeguarding and protecting the welfare of children and young people.	E	AF
Commitment to equality and diversity.	E	AF
Commitment to health and safety.	E	AF
Commitment to sustaining regular attendance at work.	E	AF

LET EDUCATION TRUST