

Mount Carmel

R.C. HIGH SCHOOL



Person Specification		Grade: Grade 6
Job title: Examination, Data and SIMS Assistant		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications Minimum of 5 GCSEs at C or above or equivalent, including Maths and English	E	AF
Experience		
Experience of working with the policies and procedures relating to school examinations	D	AF/I
Experience of working within a school environment	D	AF/I
Experience of the School Management Information System (SIMS)	D	AF/I
Knowledge, skills and abilities		
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations	D	AF/I
Experience of working with and processing data within a school	D	
Experienced and confident user of IT with a good understanding of multiple IT systems	E	AF/I
Ability to work as part of a team	E	AF/I
Excellent communication skills	E	AF/I
Good interpersonal skills	E	AF/I
Flexible attitude to work	E	AF/I
Ability to manage and prioritise a workload and meet deadlines	E	AF/I
Ability to work in an organised and methodical way	E	AF/I
Good organisational and time management skills	E	AF/I
Ability to work under pressure	E	AF/I
To be aware of the confidential nature of issues	E	AF/I
To work within school policies and procedures	E	AF/I
To contribute to the provision of an effective environment for learning	E	AF/I
To support the promoting of positive relationships with parents and outside agencies.	E	AF/I

Other		
1. Commitment to undertake professional development	E	I
2. Possession of an enthusiastic and positive attitude	E	I
3. Commitment to safeguarding and protecting the welfare of children and young people	E	I
4. Commitment to equality & diversity	E	I
5. Commitment to Health and Safety	E	I
6. Must maintain a satisfactory attendance record	E	I
Note: We will always consider your references before confirming a job offer in writing.		