



Parkwood Hall
CO-OPERATIVE ACADEMY

EXAMS/DATA OFFICER PERSON SPECIFICATION

Category

Essential

Desirable

<p>1</p>	<p>Experience</p> <ul style="list-style-type: none"> • Evidence of working within a team. • Evidence of good organisational and problem-solving skills. • Experience of some data entry or willing to work towards relevant qualifications. • Experience of working with evidence for learning Experience of working within a special school environment. 	<p>✓</p>	
<p>2</p>	<p>Education and Training</p> <ul style="list-style-type: none"> • Minimum A*-C in Maths and English or equivalent. • Evidence of continued professional development. • Willing to attend training sessions and work towards relevant qualifications. 	<p>✓</p>	
<p>3</p>	<p>Skills</p> <ul style="list-style-type: none"> • Ability to communicate effectively, at all levels, both orally and in writing – particularly data in a clear and effective manner. • Good organisational & planning skills to plan ahead, setting targets and manage projects and performance against plans and target. • Ability to think independently, draw conclusions and make recommendations. • Work constructively as part of a team, understanding school roles and responsibilities and own position within these. • Well-developed IT and Management Information skills (especially MS Excel) • Highly numerate with good analytical and interpretive skills 	<p>✓</p>	
<p>4</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • Extensive knowledge of PC based software, especially Microsoft Office • Good knowledge of school Sims systems. • Extensive knowledge of Asdan/Pearson systems and processes and Examination Boards • Evidence of familiarity with relevant local and national policies, priorities and statutory frameworks, particularly in regard to current education objectives and practice. 		<p>✓</p>
<p>5</p>	<p>Personal Qualities</p> <ul style="list-style-type: none"> • Excellent attendance and punctuality. • Hard working, flexible and reliable. • Honesty and integrity • Good personal presentation. • Able to cope under pressure, meet deadlines and deal with stressful situations. • Able to operate in a professional and tactful manner • Highly motivated and able to use own initiative 	<p>✓</p>	

	<ul style="list-style-type: none">• A genuine commitment to and liking for young people, and high expectations for their progress and welfare.• A desire to be involved in the life of the school generally.• An understanding of and a commitment to the promotion of equality of opportunity in all aspects of school life.		
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