

PERSON SPECIFICATION

Job Title: Exam and Student data assistant

Specification	Essential	Desirable
Work, Organisational & planning skills	<ul style="list-style-type: none"> • Reliable, well organised and systematic • Works accurately with good attention to detail • Able to prioritise and manage a demanding work schedule with competing priorities 	<ul style="list-style-type: none"> • Experience of managing data
Working with people	<ul style="list-style-type: none"> • Excellent interpersonal skills, able to deal courteously and helpfully with visitors, staff and students • Good team-worker 	<ul style="list-style-type: none"> • Experience of working effectively in a similar sized organisation • Previous experience in face-to-face customer service
Communication	<ul style="list-style-type: none"> • Effective oral and written communication 	
Personal Qualities	<ul style="list-style-type: none"> • Able to use own initiative & work independently with minimal supervision • Discretion with confidential material • Keen enthusiastic approach to work 	
Experience	<ul style="list-style-type: none"> • Proven ability to work effectively under pressure to meet deadlines • Comfortable using computers and Information Systems as an integral part of the job with a good understanding of Microsoft office applications 	<ul style="list-style-type: none"> • Previous experience of working in a school • ECDL or equivalent • Familiarity with the SIMS system