

Person Specification

Data & Exams Officer (Level 3 Administrator), Grade 6 (SCP 8-11)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education ➤ 5 GCSE's or equivalent, including English and Maths ➤ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification 	<ul style="list-style-type: none"> ➤ First Aid qualification
Work or relevant experience	<ul style="list-style-type: none"> ➤ 2 – 3 years' experience of clerical/administrative work or relevant specialist work ➤ Good computer/keyboard skills ➤ Ability to take notes 	<ul style="list-style-type: none"> ➤ Experience of working in an educational setting or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Very good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ Willingness to participate in training and development opportunities ➤ Very good ICT skills ➤ Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal Qualities	<ul style="list-style-type: none"> ➤ Excellent communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality 	
Special Conditions	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	