

PERSON SPECIFICATION
Data and Assessment Officer

Qualifications

- GCSE C or above in English (essential)
- GCSE C or above in Maths (essential)

Previous Work Experience

- Admin experience (desirable)
- Work as part of a team (essential)
- Prioritising actions / time management (essential)
- Experience of working within an educational environment (desirable)

Professional Knowledge Skills & Experience

- Working with different groups of clients; parents, teachers (desirable)
- Working with School Management Information Systems (MIS) (desirable)
- ICT literate (essential)

People Management Skills

- Good listener (essential)
- Confidence to act on judgement (essential)
- Able to work professionally with other stakeholders and external agencies (essential)
- Fair but challenging so that high standards are achieved (essential)

Other Personal Qualities

- Able to remain calm and work accurately under pressure (essential)
- Has attention to detail (essential)
- Able to prioritise to hit deadlines (essential)
- Enjoys working with young people (essential)
- Ability to maintain confidentiality (essential)
- The ability to create, learn or adopt new systems of working (essential)