



Person Specification – Examinations and Data Officer

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE grade C+ in English and Maths (or equivalent)	✓		Application and documents
Sound literacy and numeracy skills	✓		
Educated to A Level standard		✓	
Professional experience	Essential	Desirable	Evidenced
Working knowledge of the school's KS4 classes/courses		✓	Application
Working knowledge of entry requirements/deadlines for exam boards		✓	Interview
Working knowledge of Exam Board and JCQ procedures regarding the conduct of examinations		✓	References
Experience of managing staff		✓	
Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview
Ability to remain calm under pressure	✓		References
Excellent administrative, organisation and planning skills	✓		
Confident with the use of ICT ability to adapt to and develop new skills quickly	✓		
Intermediate to advanced Microsoft Excel skills	✓		



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Understanding of data handling and ability to manipulate to required needs	✓		
Experience with use of SIMs MIS system		✓	
Working knowledge of data handling to comply with outside agency requests regarding exam data	✓		
Able to work independently and as part of a team	✓		
Meticulously organised, able to plan ahead and able to work to tight deadlines	✓		
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	✓		
Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Ability to work under pressure and adapt to critical, short-notice changes whilst remaining calm	✓		
Ability to command respect from students, staff and parents	✓		
Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Ability and willingness to work alone or as part of a team, as required	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date. There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.



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Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.