



## Person Specification

**Job Title:** Exams and Assessment Assistant

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English and Maths, or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
<b>Experience</b>		
Experience of working with management information and data collection	✓	
Experience of assisting with or organising and running educational examinations		✓
Experience in the use of educational management information systems		✓
<b>Skills</b>		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office and in particular Excel	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Ability to respect and maintain confidentiality in line with data protection	✓	
Ability to analyse data and present in a clear and concise manner for a range of audiences	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures		✓

<b>Other</b>		
Satisfactory DBS check	✓	