

Stratford-upon-Avon School

Exams and Data Administrator Person Specification April 2024

Please read this Person Specification carefully as it will be used to assess candidates as part of the short listing and selection process.

Candidates are encouraged to state in their application how best they suit these qualities by citing examples.

The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> A good general education, including a minimum GCSE A*-C pass or equivalent in English and Mathematics 	<ul style="list-style-type: none"> Higher education to A level or degree or equivalent 	Application form
Skills and Experience	<ul style="list-style-type: none"> Work in a service driven, outward facing, fast paced environment General office administration Proven track record in achieving business objectives and service demands Work with young people in some capacity 	<ul style="list-style-type: none"> A similar position in a school or college Experience of a school Management Information System e.g. Bromcom Examination Experience 	Application, references and selection process
Key competencies and aptitudes	<ul style="list-style-type: none"> Work collaboratively and autonomously Skilled user of Office365 to include Teams, OneNote, Excel etc Experienced with manipulating and analysing data Ability to think and work calmly, quickly and politely, including when under pressure Ability to work with and alongside management at all levels Confident with communicating orally with all stakeholders to include students, staff, parents/carers High standard of personal presentation Enthusiasm, willingness, flexibility and stamina Creative and innovative approach Discretion and confidentiality Initiative, common sense and patience Excellent interpersonal and communication skills Experience of dealing managing difficult situations Ability to meet the physical and mentally challenging aspects of the role The ability to work from home if necessary and have flexibility of working hours to meet the delivery demands of the exam cycle Excellent attention to detail 	<ul style="list-style-type: none"> Management of staff Creation of written policy and procedures Knowledge of secondary schools curriculum specifications 	Application, references and selection process
Professional development	<ul style="list-style-type: none"> Evidence of involvement in appropriate professional development 	<ul style="list-style-type: none"> Planned involvement in a range of professional activities 	Application, references and selection process
Other information	Displays commitment to the protection and safeguarding of children and young people Share the ethos of the school Post is subject to an Enhanced DBS Disclosure	<ul style="list-style-type: none"> Willingness to co-ordinate and take part in whole school activities 	Application, references and selection process

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.