

# Stratford upon Avon School

## Data & Examinations Administrator

### Person Specification June 2026

Please read this Person Specification carefully as it will be used to assess candidates as part of the short list and selection process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education, including a minimum GCSE 9-4 / A*-C pass, or equivalent, in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Higher education to A level or degree, or equivalent</li> </ul>	Application form
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Work in a service driven, outward facing, fast paced environment</li> <li>• General office administration</li> <li>• Proven track record in achieving business objectives and service demands</li> <li>• Work with young people in some capacity</li> </ul>	<ul style="list-style-type: none"> <li>• A similar position in a school or college</li> <li>• Experience of a school Management Information System, e.g. Bromcom</li> <li>• Examination Experience</li> </ul>	Application, references and interview process
<b>Key competencies and aptitudes</b>	<ul style="list-style-type: none"> <li>• Skilled user of Office365 to include Teams, OneNote, Excel etc</li> <li>• Experienced with manipulating and analysing data</li> <li>• Ability to think and work calmly, quickly and politely, including when under pressure</li> <li>• Ability to work with, and alongside, management at all levels</li> <li>• Confident with communicating orally with all stakeholders to include students, staff, parents/carers</li> <li>• High standard of personal presentation</li> <li>• Enthusiasm, willingness, flexibility, adaptability and stamina</li> <li>• Creative and innovative approach</li> <li>• Discretion and confidentiality</li> <li>• Initiative, common sense and patience</li> <li>• Excellent interpersonal and communication skills</li> <li>• Experience of dealing with difficult situations</li> <li>• Resilience to meet the physical and mentally challenging aspects of the role</li> <li>• Have flexibility of working hours to meet the delivery demands of the exam cycle</li> <li>• Excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Staff support</li> <li>• Update of written policies and procedures</li> <li>• Knowledge of secondary schools curriculum specifications</li> </ul>	Application, references and interview process
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Evidence of involvement in appropriate professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Planned involvement in a range of professional activities</li> </ul>	Application, references and interview process
<b>Other information</b>	<ul style="list-style-type: none"> <li>• Share the ethos of the school</li> <li>• Post is subject to an Enhanced DBS Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to co-ordinate and take part in whole school activities</li> </ul>	Application, references and interview 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.