

PERSON SPECIFICATION

Section: Administration	Reports to: Exams & Data Officer
Job Title: Exams & Data Assistant	Grade/Salary Range: BP3 £24,310 - £26,295 25 hours: £14,277 – £15,443 30 hours: £17,133 – £18,532
Working Pattern: 25 – 30 hours per week	Weeks per annum: 40

Factors	Essential	Desirable	Assessment Method
Qualifications	GCSE Maths & English (A-C Grade)	Further relevant qualifications which link directly to the role	Application form Certificates
Training	Evidence of Continuing Professional Development		Application form Interview
Experience	Experience of administrative work	Experience of working in a school environment Experience of exams and assessment data	Application form Interview
Knowledge and Skills	Excellent communication skills Excellent numeracy and literacy skills Excellent organisational skills Ability to prioritise Excellent IT skills Good time management skills and the ability to work to deadlines.	Knowledge of the school exam process	Application Form Interview

<p>Personal Qualities</p>	<p>Ability to work under pressure and meet deadlines</p> <p>A flexible approach</p> <p>Accurate with a keen eye for detail</p> <p>Ability to work independently as well as part of a team</p> <p>Shares knowledge with others</p> <p>Understands and gets on well with all types of people</p> <p>Works with openness and integrity</p> <p>Understanding and respect for confidentiality in relation to all issues connected with the role.</p>	<p>Understanding of promoting positive relationships within the wider academy community</p>	<p>Application Form</p> <p>Interview</p>
<p>Other</p>	<p>Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>Committed to equality of opportunity.</p>		<p>Application Form</p> <p>Interview</p>