**Person specification: Examinations and Administration Assistant**

| **ATTRIBUTES** | **CRITERIA** | **METHOD OF ASSESSMENT** |
| --- | --- | --- |
| **Experience (desirable, but not essential)** | * Experience of working within a busy diverse organisation.
* Experience of working in a school setting
 | Application form Interview process References |
| **Qualifications & Training** | * 5 GCSEs with a minimum grade C/4 or above in English and Mathematics, or equivalent qualifications or relevant experience (further qualifications would be desirable)
* A willingness to undertake further training related to the role.
 | Application form Certificates Interview process |
| **Aptitudes & abilities** | * Computer and systems literate
* High level of accuracy and attention to detail
* Ability to assimilate information
* Excellent organisational and communication skills
* Ability to work under own initiative
* Good numeracy and analytical skills
* Ability to handle confidential information with discretion
* Excellent team working and people skills
* Empathy skills to work effectively in a busy secondary school environment that is a front line service
 | Application form Interview process References |
| **Knowledge** | * Competent in data entry/analysis and reporting requirements
* Willingness to undertake and maintain Safer Recruitment Training as part of wider safeguarding responsibilities
 | Application form Interview process References |
| **Attitude and motivation** | * Self-motivated
* Team player
* Excellent interpersonal skills
* Displays the ability to stay optimistic and motivated under pressure
 | Application form Interview process References |
| **Other factors** | * Ability to manage and prioritise a busy workload
* Willingness to undertake a variety of administrative tasks with accuracy
* Commitment to Equal Opportunities
* Enhanced DBS check
 | Application form Interview process ReferencesDBS process |