**Person specification: Examinations and Administration Assistant**

| **ATTRIBUTES** | **CRITERIA** | **METHOD OF ASSESSMENT** |
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| **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 References  DBS process |