



Person Specification: Data & Exams Admin Assistant

Attributes	Criteria	Desirable/Essential	Method of Assessment
Qualifications	<ul style="list-style-type: none"> 5 GCSE's with a minimum of Grade C or above in English, Maths and Science, or equivalent qualifications or relevant experience. Current first aid certificate 	<p>Essential</p> <p>Desirable</p>	<p>Application form</p> <p>Certificates</p> <p>Interview</p>
Skills	<ul style="list-style-type: none"> Good telephone manner Good Communication Good ICT Skills Ability to handle confidential information with discretion Problem solving. Must be able to multi-task, prioritise and plan effectively Ability to work under pressure Ability to work on own initiative and part of a team Ability to establish the importance and urgency of contacts made. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>References</p>
Knowledge	<ul style="list-style-type: none"> Microsoft Office inc Excel Knowledge of school's systems Knowledge of child safeguarding procedures Knowledge of exam procedures/legislation 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Qualities	<ul style="list-style-type: none"> Self-motivated with a can-do attitude Energetic, enthusiastic and committed Professional manner and ability to instil confidence through communication Flexibility Organised 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>References</p>