



St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

Person Specification Data & Examinations Officer

Attributes	Essential	Desirable
Qualifications/ Competencies	<ul style="list-style-type: none"> • NVQ3 or equivalent qualification or experience in relevant discipline. • GCSE Maths and English or equivalent numeracy/ literacy skills. 	<ul style="list-style-type: none"> • Evidence of school based training.
Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience in a role of responsibility. • Awareness of General Data Protection Regulations 	<ul style="list-style-type: none"> • Experience of working with and across external partners (Examinations boards) • Knowledge of child protection policies and procedures • Knowledge of relevant legislation. • Sound understanding of JCQ regulations for conducting examinations.
Skills/Ability	<ul style="list-style-type: none"> • High level organisational, ICT and administrative skills. • Ability to work to a high degree of accuracy, integrity and confidentiality. • Ability to plan effectively and work to deadlines with a methodical approach to work (Good time-management). • Ability to problem-solve and troubleshoot. • Ability to co-ordinate the work of others. • Ability to communicate effectively and confidently with all members of the school community. • Ability to deal with all people (colleagues, parents, students and Examination Board personnel) in a polite and courteous manner. 	<ul style="list-style-type: none"> • High level of experience and skills in using spreadsheets and databases.
Personal qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work independently and as part of a team. • Resilience (the ability to work calmly under pressure, employing tact and diplomacy in difficult/ sensitive situations). • Adaptable working hours around examinations and result days. • Adaptability, reliability, dedication and commitment. • Excellent record of punctuality and attendance. • Willingness to become involved in the school as a community. • Reflective, sensitive and flexible • Integrity and discretion. • Willingness to develop professionally and undertake further training, as required. 	